

How to complete your SLT

A Step By Step Guide

By The Insalaco Center for Career Development



Student Leadership Transcript

Student Page

Hello Kinsey J Thomas, Welcome!

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Step 1

GATHER ALL OF THE EXTRA-CURRICULAR INFORMATION

Hopefully, you've been keeping some type of file for all of the activities you have participated in throughout your time at MU. If you have this type of file, get it out! If not, start making a list of everything you can remember.

For each activity, you will need:

Title

Dates (to and from)

Description of what you did

Step 2

LOG INTO THE SLT BY LOGGING INTO YOUR E-MU ACCOUNT

- click on the OASIS tab
- then clicking on SLT

ADD NEW ACTIVITY

- Simply click on the **Add New Activity** box and add an activity.
- Select which category you want the activity to appear under. You can choose from:
 - Leadership
 - Professional and Educational Development
 - Honors and Awards
 - Preprofessional Work Experience
 - Service/Volunteer
- If you are a senior, you do not need to complete the “Reflective Category” as it will not show up on your document. If you are a 1st, year, sophomore, or junior, however, entering reflections in this category will help you to recall the experience better in the future.
- Hit the Submit button.
- Repeat for each activity!

TIPS:

*The SLT is a pass/fail document; there is no such thing as a B with this document- it’s an A or nothing! Even one spelling error, grammatical mistake, or even sounding immature can ruin your chances with an employer or graduate school. Spell-check your items by copying them into a word document first before you put them in the SLT. Or work on your SLT while in Mozilla Firefox (which will highlight spelling errors) Also, we strongly recommend that you have the writing center review your document as well.

*Choose the best fit: Only add an activity under one category even if it can apply to many categories.

*Your description should create a good picture of what you did. Assume the person reading the document has never been to Misericordia and has no idea about what a “Peer Advocate” is or why the “McAuley Scholarship” is awarded.

*Quantify whenever possible: How many hours of service did you do? How many children over how many days/hours did you read to? How much money did you fundraise for the Adopt A Family? How many hours of practice and how many games did you compete in as a 4-year member of the baseball team?

*Use professional words! You are going into a professional world where individuals use a professional vocabulary. You need to get yourself acquainted with that language (see page 9 on “Building Your Professional Vocabulary”) and use it in the SLT, otherwise, you could end up sounding too young or even immature! For example, instead of “professional party” use “networking event,” instead of “I went to a talk on the environment.” How about “I attended a 2 hour workshop on how environmental issues will impact future generations and the changes that we as college students can affect.” See the following real examples (yes, actual students wrote both examples!) – Who would *you* hire?

BEFORE	AFTER
<p>PROFESSIONAL AND EDUCATIONAL DEVELOPMENT Guaranteed Placement Program, August 2006 - May 2010 Attended workshops that are intended to assist me in entering the workforce. The program also guarantees that if I do not have a job six months after graduation, I would be able to get a paid internship.</p>	<p>PROFESSIONAL AND EDUCATIONAL DEVELOPMENT Guaranteed Placement Program, August 2006 - May 2010 Through the Guaranteed Placement Program I have attended many professional development programs and workshops which have enhanced my knowledge of the workforce and have aptly prepared me for graduation. I have participated in resume development workshops and resume critiquing sessions. I have also attended Entrepreneurship Workshops, Diversity Training, and Professional Etiquette Training. Additionally, I have attended Mock Interview Workshops and participated in several Mock Interviews. I have also taken part in Graduate School Preparation and Career Counseling Sessions.</p>
<p>LEADERSHIP EXPERIENCE Misericordia Varsity Swimming Team, September 2006 - November 2008 I really enjoyed being part of the swim team as it taught me a lot of teamwork. Since I had to practice a lot and we had many meets during the semester, it also taught me how to get everything done in a short amount of time and how to balance my class work with swimming.</p>	<p>LEADERSHIP EXPERIENCE Misericordia Varsity Swimming Team, September 2006 - November 2008 I was a member of the Varsity Swimming Team. The events I swam included the 100, 200, 500, and 1000 Freestyle. At the Grove City Invitational I made the Semi-finals for the 200 Freestyle and came in 14th place. Being a member of the swim team was a large time commitment and included more than nine practices a week, often totaling more than 25 hours. Balancing participation on the swim team with classes and other extra-curricular activities required unwavering dedication, flawless time management, and extreme focus. It taught me how to concentrate my efforts when needed and to handle many different activities at once. I also feel that participating in swimming helped me learn how to push my own boundaries to bring out the best in myself. It taught me the value of hard work, dedication, will power, and team work.</p>
<p>PREPROFESSIONAL WORK EXPERIENCE Junior Field, Fall 2008 - Fall 2008 This field required me to observe and also interact with a single classroom. This field was located at Wyoming Valley West in Plymouth, PA.</p>	<p>PREPROFESSIONAL WORK EXPERIENCE Junior Field Experience, Fall 2008 - Fall 2008</p> <ul style="list-style-type: none"> • Student Observation at Wyoming Area School District • Observed grade eight • Assisted teacher in grading of materials and taught a lesson • Consulted/mentored with the teacher on various classroom management concepts and other educational knowledge.
<p>PROFESSIONAL AND EDUCATIONAL DEVELOPMENT REFLECTION I feel as though the professional and educational development here at Misericordia has <u>most definitely gave me a excellent experience. (grammar mistakes and does not sound professional)</u> Without the great workshops I would not know what do with things such as my resume. When I did my mock interview with Julia Edmunds, I <u>recieved a excellent (more grammar mistakes!)</u> evaluation back which helped me to become more confident when interviewing for a real job. Some of the categories in which the interviewer seemed to like was my eye contact, listening skills, specific examples used and asked appropriate questions. My internship also allowed me to get comfortable working in the real world which <u>will definitely (spelling error)</u> benefit me in the future.</p>	<p>PROFESSIONAL AND EDUCATIONAL DEVELOPMENT REFLECTION I have learned many of the expectations needed for the future work environment, including time management and team work. The many workshops have taught me invaluable skills for how to conduct myself in a most professional manner. I have also learned to overcome my fears and anxieties about my job search process. When I did my mock interview with Julia Edmunds, the interviewer remarked that I had “excellent listening skills” and used “great examples” from my work experience. Finally, my internship at ParenteBeard and my active participation in the Business Professionals Association allowed me to further develop my professional interactions and experiences. This has enforced my professional behavior as a future job candidate.</p>

Step 1 continued

This is what the “Add A New Activity” Page looks like in your document



Student

Leadership Transcript

Add New Activity

Activity Name:

Date Started:

Date Completed:

Please enter Brief Description. (limited to 200 characters)

Please enter Brief Reflective Commentary.

[Not feeling creative? Click here](#)

Please select a category

- LEADERSHIP EXPERIENCE
- PREPROFESSIONAL WORK EXPERIENCE
- HONORS, AWARDS, AND RECOGNITION
- PROFESSIONAL AND EDUCATIONAL DEVELOPMENT
- SERVICE/VOLUNTEER EXPERIENCE

[Not sure what this activity should go under? Click here](#)

[Return to SLT Main Page](#)

Step 3

UPDATE EXISTING ACTIVITY

- Once you have entered all of your activities, Click on **Update Existing Activity**
- Select an activity from the list, scroll down the document and under “Place on final transcript?” Select “Yes”
- Hit the submit button
- Do this step for each activity



Student Leadership Transcript

Update Activity

Choose Activity from the list below

Diversity Education
Etiquette Workshop
Etiquette Workshop
FagBug Presentation
Financial Fitness w orkshop
First Year Experience
First Year Experience
Guaranteed Placement Program
Mock Interview Workshop
resume w orkshop
Resume Workshop
SLT w orkshop

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Step 4

REVIEW ALL OF THE ACTIVITIES YOU ADDED SO FAR

- Return to the main page of your SLT and click on “**View All Entries**.” You should be able to view everything you have done so far (because of Step 3). If you cannot: If you did not select “Yes” for “Place on Final Transcript” on an entry, it will not appear on this page.
- Review this page and look for the following:
 - spelling errors
 - language that sounds unprofessional or out of character with the rest of the document
 - lack of detail (ask yourself, will someone who never stepped foot on MU’s campus know what this is?)
 - something that you only did once and not for a very long time (remember QUALITY of experience is better than QUANTITY of experience!)
 - A category that has only one item underneath it. If you only have 1 activity under “Honors/Awards and Recognition” move that activity under another category. You’ll see why in step 4.

Step 5

ADD A CATEGORY REFLECTION

- Now is the time to pull it all together, to add a reflection for each category aka Category reflection (Leadership, Professional and Educational Development, Honors and Awards and Recognition, Preprofessional Work Experience, and Service/Volunteer)
- Click on **Add Category Reflection** and choose a category. * Note that if you do not have any items under a specific category, you do not need to reflect upon that category!!!
- Choose a category. Write 3-4 sentences to reflect upon all of the items on your SLT that you placed under that category. Not sure what to write or how to reflect on those activities? Here are some possible things to write/reflect upon:
 - What did all of the activities I have placed under that category teach me about myself and about my skills?
 - Did I learn anything about myself from all of them?
 - Did I experience any growth over the course of participating in them?
 - What work-related skills did I pick up? Public speaking? Teamwork? Doing something from start to finish? Multi-tasking?
 - Was this the first time I had major responsibilities?
 - What would have happened if I didn’t do these activities? Would I be the same person?
 - Why am I a better person at the other end of this group of activities?
 - In what capacity did I have to act? As a leader, a mentor, an expert, a resource, a comfort?
 - Did I accomplish things I didn’t know I could accomplish? Did I stretch myself?

Step 5

This is what the “Add Category Reflection” page looks like



Student Leadership Transcript

Add Category Reflection

Please select a category **

LEADERSHIP EXPERIENCE
PREPROFESSIONAL WORK EXPERIENCE
HONORS, AWARDS, AND RECOGNITION
PROFESSIONAL AND EDUCATIONAL DEVELOPMENT
SERVICE/VOLUNTEER EXPERIENCE

Please enter Overall Reflective Commentary.

****If Category does not appear in list above, you already have a Category Reflection for that Category. You will need to go to Update Category Reflection to make changes.**

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Step 6

MEET WITH THE INSALACO CENTER FOR CAREER DEVELOPMENT FOR FINALIZATION

- Make an appointment with an ICCD counselor to have your SLT reviewed and approved for printing. Call extension 6409 to do so. Remember, it won't be available if you do not meet with the ICCD to approve the final document!
- Give yourself enough time to do this as **it usually takes 1-3 appointments** depending on how much additional work your SLT requires.
- During your "SLT Finalization Appointment," an ICCD counselor will go into your document and press an "OK to Print" button which will send the document to the Registrar's Office to be requested whenever you need it.

Step 7

PRINT YOUR OFFICIAL SLT IN THE REGISTRAR'S OFFICE

- Go to the Registrar's Office to request an official copy of your SLT. (Cost is \$1). You can request it from there on afterwards for whenever you may need it (for internship and job interviews, graduate school applications, scholarship applications, educational portfolio, job portfolio, summer/part-time work applications, Who's Who applications, Leadership Awards, etc.)

Building Your Professional Vocabulary

It is imperative that you have an arsenal of professional keywords that you can use on your resume and in your SLT. You need to start compiling a list of keywords that is relevant to your career field or major.

What strengths will my major bring to a job?

For those who are having a hard time identifying strengths someone in their major will bring to the workforce, you can meet with your academic advisor and discuss the topic. Students may also do a Google search such as: “careers for English majors” or “career words for history majors”

How to identify SLT/Resume Keywords:

From the Quintessential Careers website

http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter2/page31.html

Ideas for identifying [Leadership Transcript] and Resume Keywords:

- Look for job descriptions in books and job-description software.
- Visit the meetings and Web sites of professional associations in your field to look and listen for current buzzwords.
- If you are working with a recruiter or headhunter, that person can be an excellent source of keyword tips.
- Consult government publications such as The Occupational Outlook Handbook at libraries or <http://www.bls.gov/oco/>
- Visit company Web sites. Research and incorporate into your keywords the company culture and values of employers you are targeting. Note especially the company's mission statement and look for ways to quote it in your resume and/or cover letter.
- Imagine you were writing an ad or job description for the type of job you seek; what keywords would you use?
- Scrutinize news stories in trade magazines relevant to your work. Read cutting-edge magazines, such as Fast Company (which is available in the career center's main office).
- Join online discussion groups and chat rooms that relate to your field and observe the words professionals are using in their discussions.
- Read annual reports from the companies you'd like to work for.
- Conduct informational interviews at companies you want to work for and listen for the jargon and buzzwords that your interviewees use in talking about the company and its jobs.
- Talk to human resources professionals.
- Use Web search engines, such as Google and Yahoo, to search for job descriptions.