



NIPISSING UNIVERSITY

Record of Student Development Policy

Contact Officer: Manager,
Student Learning and
Transitions
Responsible Office:
Student Learning and
Transitions
Originally Issued: 2005
Revised: July 2015

Role Definitions

Student

Students interested in developing a Record of Student Development will be required to submit a registration form through the program website. Once registered, students will be required to select and request recognition for their achievements through the forms available online. Requests will be forwarded to a validator to approve a student's achievement.

Validator

Is an individual responsible for approving or declining a student's request for involvement in an activity to be added to their Record of Student Development. This individual is the staff, student, faculty, or community member who oversees, coordinates, or facilitates a particular activity (e.g., group, club, event, workshop, etc.) and can verify the authenticity of a student request.

Record of Student Development Administrators

Are individuals designated by the Manager, Student Learning and Transitions who are responsible for approving or declining requests for an activity to be added to the Record of Student Development database and Student Involvement Guidebook for students to access. Administrators will be responsible for assigning validators to a particular activity (e.g., group, club, event, workshop, etc.). Administrators may not approve activities unless they meet the criteria set out in the "Policy Statement."

Record of Student Development Team Lead

Is an individual designated by the Manager, Student Learning and Transitions to oversee the coordination of the Record of Student Development program. This individual is responsible for: approving or declining requests for an activity to be added to the database; creating accounts for Record of Student Development Administrators; training students, staff, faculty, and community members on the program requirements and use of the database; and any other duties associated with the maintenance, administration, and overall delivery of the Record of Student Development program.

I. Policy Statement

The Record of Student Development is an official Nipissing University document which acknowledges students' non-academic achievements.

Objectives

The Record of Student Development will track achievements that meet the following criteria:

Activities provide students with meaningful learning opportunities.

- To ensure activities provide intentional learning opportunities for students, each activity must be mapped to one of the Record of Student Development Involvement Outcomes.
- These Involvement Outcomes can be used to guide programming, training, and anticipated learning for student participants.
- Involvement Outcomes are included in Appendix A to this policy.

Activity is co-curricular in nature and is not compensated nor required for degree credit.

- The Record of Student Development recognizes student involvement that is not compensated.
- Nipissing University and most other Ontario universities define honoraria as thank you payments of nominal value for voluntary services; therefore, the Record of Student Development recognizes roles in which honoraria are issued.
- The Record of Student Development recognizes student involvement that is not a requirement of a particular course or program, but ideally complements the student's curricular (academic) learning.

Activity meets validation process requirements.

- All activities on the Record of Student Development are validated.
- Only those activities that are sanctioned by the University and can be validated are eligible for recognition.
- Those activities that occur on an annual basis will be reviewed and verified each fall by the Record of Student Development Administrators as designated by the Manager, Student Learning and Transitions to ensure that contact information, activity descriptions, and Involvement Outcomes are updated.
- All activities must be validated no later than the 15th of April each year.

Activity supports and fosters personal growth through experience.

- The Record of Student Development recognizes opportunities connected to personal growth and development.
- These experiences provide students with opportunities to make meaningful contributions to the Nipissing University community, to develop transferable skills, and to engage in activities which embody a commitment to holistic learning.

Activities meet the stated objectives of the three approved categories.

1. Awards and Recognition

This category recognizes Nipissing University awards given to students for their extra-curricular involvement or academic awards which are not recognized on the Academic Transcript.

2. Involvement and Outreach

This category recognizes participation in a volunteer or community service initiative on or off campus as an individual or member of an on-campus group and where that activity has an identifiable link to Nipissing University.

3. Leadership and Self-Development

This category recognizes activities where a student takes on a leadership role within an on-campus group or is in a leadership position that develops and implements activities, programs, or events that are in service of the Nipissing University community; or a self-development training or learning experience in an attempt to be an agent of change in the Nipissing University campus and community.

II. Reason for Policy

The purpose of this policy is to:

- Provide standards and guidelines for acceptable events, student volunteer and leadership positions, awards and recognition that will be acknowledged on the Record of Student Development; and
- Provide protocol on administering the Record of Student Development.

The purpose of the Record of Student Development is to:

- Encourage and recognize meaningful student involvement;
- Maximize and support opportunities for student learning and reflection that occurs as a result of student involvement;
- Complement the academic experience by encouraging further co-curricular involvement; and to
- Serve as a tool for students wishing to connect with involvement opportunities at Nipissing University.

Benefits of the Record of Student Development include:

- Providing students with a validated and authenticated record of their involvement and achievements not otherwise officially recognized by Nipissing University;
- Complementing the resume and providing students with a tool to share and communicate their co-curricular involvement to potential employers, on graduate school applications, and for financial aid;
- Complementing the Academic Transcript by providing students with a tool to help them identify, evaluate, and reflect on the learning that occurred as a result of engagement in co-curricular activities; and
- Contributing to an enhanced culture of student involvement at Nipissing University.

III. Entities Affected By This Policy

This policy applies to all Nipissing University students who register for the Record of Student Development; as well as those students, staff, faculty, and community members responsible for validating information.

IV. Web Address For This Policy

www.nipissingu.ca/rsd

APPENDIX A: INVOLVEMENT OUTCOMES

Outcome	Definition (Measurable Behaviour)
Collaboration	Working with others toward a common objective through the sharing of ideas and distribution of responsibilities across team members.
Communication	Effectively using verbal, nonverbal and written formats to convey information. Ensuring that information is well organized and delivered in a clear and concise manner.
Conflict Negotiation	Effectively managing disagreement, including keeping tension and emotion to a minimum, focusing solely on the issue at hand, balancing the needs and interests of all involved, and finding common ground.
Decision Making	Making each decision appropriate to the context it is situated in.
Diversity	Promoting one's own and/or others' exposure to people from a variety of backgrounds, beliefs, and/or experiences to enhance group effectiveness and/or group functioning.
Empathy	Demonstrating a deep understanding of others by attempting to experience their thoughts and feelings.
Ethics	Upholding standards of conduct based on socially accepted values.
Excellence	Giving one's best effort.
Functioning Independently	Functioning without assistance or guidance from others, such as finding answers to questions on one's own, and monitoring the progress and timeliness of one's own work.
Goal Setting	Setting goals by laying out targeted measurable objectives that have specified time frames for completion. Laying out a course of action to complete an intended objective by identifying tasks and setting deadlines for completion.
Idea Generation	Generating new ideas by expanding one's thinking beyond convention.
Inclusion	Engaging in ways to cultivate a welcoming environment that includes others in roles, processes, and experiences to foster a greater sense of belonging and/or a shared commitment.
Initiative	Taking charge of a situation, voluntarily and unprompted by others, especially when one has the expertise or opportunity to do so or when others are not able to.

Organization	Creating systems and structures that allow one to effectively manage, monitor, and utilize information, resources and materials.
Providing Feedback	Offering critiques, confirmations, and/or advice in a manner that is timely and respectful in an effort to improve another person's decisions, effectiveness, productivity, or interactions with others.
Receiving Feedback	Considering feedback from others.
Research	Using effective research strategies to not just gather any information but the best information.
Responding to Change	Quickly, positively, and smoothly transitioning in response to a known or unknown change.
Social Responsibility	Acting in ways that benefit, not detract from, the welfare of society and its members.
Synthesis	Identifying a central theme by integrating separate elements into one unified whole.
