Record of Student Development Policy and Procedures

Contact Officer: Manager, Student Learning and Transitions	
Responsible Office: Student Learning and Transitions	
Originally Issued: 2005	
Updated: August 2017	

Purpose of this Policy:

This policy is intended to be used as the standard by which activities and awards are assessed for inclusion in the Record of Student Development (RSD) program. It is also to be used to provide protocol on administering the Record of Student Development.

The Purpose of the Record of Student Development Program is to:

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

Benefits of Student Participation in the Record of Student Development Program:

- Your record is a great tool to help you identify, evaluate, and reflect on the learning you participated in as a result of engagement in activities outside of the classroom.

- Upon completion of the program:
  - o You receive an officially endorsed and verifiable record acknowledging the breadth of your co-curricular involvement.
  - o Your record can be used to complement your resume in communicating with potential employers about your co-curricular involvement and learning.
  - o Your record can be used to enhance graduate school or financial aid applications
  - o By participating in the program, you are contributing to enhancing the culture of student involvement at Nipissing University.

Roles and Responsibilities:

Student:

For the purposes of the Record of Student Development program, a 'student' is defined as an individual currently enrolled in at least one course at Nipissing University, who is interested in building a Record of Student Development transcript while pursuing their studies.

Responsibilities of the student include: registering to participate via rsd.nipissingu.ca, seeking out opportunities to get involved in various activities, adding completed activities to their online account for

consideration, completing all 20 Involvement Outcomes, writing a short 250 – 500 word reflection prior to receiving their official transcript, and abiding by the RSD policy.

Supervisor:

A 'supervisor' is a staff, faculty member, or community member who oversees, coordinates, or facilitates a particular activity/award (workshop, group, club, event, volunteer opportunity, etc). Students may also be supervisors at the discretion of the RSD Team Lead.

The supervisor is responsible for adding an activity/award to the Record of Student Development program via the "Submit an Activity/Award" form on the nipissingu.ca/rsd website. Once approved, the supervisor is responsible for tracking student participation in the activity and ensuring the chosen Involvement Outcomes are authentically demonstrated by student participants. After the date of the activity has passed, the supervisor is required to submit an "RSD Verification Spreadsheet" with the names of participants to be approved (or declined) for RSD recognition. The "RSD Verification Spreadsheet" is to be submitted within two weeks of the date the activity has occurred, whenever possible.

Supervisors retain the right to decline a student's request for the inclusion of an activity on their Record of Student Development Transcript if they feel the student did not effectively demonstrate the Involvement Outcomes for that activity. Supervisors may also choose to approve students individually for a reduced number of Involvement Outcomes.

Record of Student Development Administrators:

'RSD Administrators' are staff members designated by the Manager, Student Learning and Transitions, that support students who participate in the Record of Student Development program via email, phone, and one-on-one appointments.

RSD Administrators are responsible for reviewing and managing RSD student accounts in consultation with supervisors. This involves dealing directly with student questions and concerns, monitoring student progress towards meeting the 20 Involvement Outcomes, reviewing student reflections, and issuing official and unofficial transcripts to students via email.

Before approving an activity/award on a student's account, RSD Administrators are responsible for ensuring the authenticity of the request. This is accomplished by checking documented RSD Verification lists and communicating with supervisors to confirm the student both participated in the activity and demonstrated the activity's Involvement Outcomes. RSD Administrators may only approve students' activity/award requests that adhere to this document.

Record of Student Development Team Lead:

'The RSD Team Lead' is a staff member designated by the Manager, Student Learning and Transitions that oversees the coordination of the Record of Student Development program.

The RSD Team Lead is responsible for working with supervisors to approve or decline Activity Submissions, creating accounts for RSD Administrators, training Peer Educators, staff, faculty, and community members on RSD program policies and procedures, and any other duties associated with the maintenance,

administration, and delivery of the Record of Student Development program.

Policy Statement:

The Record of Student Development is an official Nipissing University document acknowledging a student's co-curricular development.

Objectives:

The Record of Student Development will include activities that:

- Provide students with meaningful learning opportunities.

    - To ensure activities provide intentional learning opportunities for students, each activity must exemplify at least one of the Record of Student Development Involvement Outcomes (Appendix A).
    - These Involvement Outcomes can be used to guide programming, training, and anticipated learning for student participants.

- Are co-curricular in nature and not required for degree credit.

    - Peer Educators/student staff who participate in RSD Approved Activities during work hours may include them on their record.
    - Nipissing University defines honoraria as thank you payments of nominal value for voluntary services; therefore, roles in which honoraria are issued can be recognized on a student's Record of Student Development.
    - 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.

- Meet verification process requirements.

    - All activities must be verified by a supervisor before they can be included on a student's Record of Student Development.
    - Only verifiable activities sanctioned by Nipissing University are eligible for recognition.
    - Annual recurring activities will be reviewed yearly by the Record of Student Development Team Lead to ensure contact information, activity description, restrictions, how to apply, and Involvement Outcomes are up-to-date.
    - All activities must be verified no later than the 15th of April each year.

- Support and foster personal growth through experience.

    - The Record of Student Development recognizes opportunities that lead 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.

- Fit within of one of the three categories below.

  - Awards and Recognition

    o This category recognizes Nipissing University awards bestowed upon students for extracurricular involvement **or** academic awards not recognized on the Academic Transcript.

  - Involvement and Outreach

    o This category recognizes participation in a volunteer or community service initiative on campus or in the North Bay community. Participation may be individual or as part of a student group or club.

  - Leadership and Self Development

    o This category recognizes activities where: (1) a student takes on a leadership role within an on-campus group; (2) a student is in a leadership position that develops and implements activities, programs, or events that are in service of the Nipissing University community; (3) a student participates in a self-development training or learning experience that contributes to their overall growth and development as an individual or complements their academic learning.

Entities Affected by this Policy:

This policy applies to all Nipissing University students who register for the Record of Student Development programs, those who engage with the program as supervisors, the RSD Team Lead, and RSD Administrators.

Web Address for This Policy:

www.nipissingu.ca/rsd

Web Address for the RSD Student Portal:

rsd.nipissingu.ca

The RSD Student Portal can also be accessed via MyNipissing under the Services drop-down menu.

Appendix A: Involvement Outcome Definitions

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.

NIPISSING
UNIVERSITY
STUDENT DEVELOPMENT AND SERVICES

RECORD OF STUDENT
RSD
DEVELOPMENT

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.

Appendix B: Sample Record of Student Development Transcript

NIPISSING
U N I V E R S I T Y

RSD — RECORD OF STUDENT DEVELOPMENT

100 College Drive, Box 5002
North Bay, ON, Canada P1B 8L7
www.nipissingu.ca | nuinfo@nipissingu.ca

RECORD OF STUDENT DEVELOPMENT

Surname: **LAKER**   Given Name(s):   **LOUIE**

Awards and Recognition

Semester	Activity
2016 - Winter	Dave Marshall Leadership Award: Campus - Recipient

Leadership and Self-Development

Semester	Activity	Outcome(s)
2012 - Fall	safeTALK - Participant	Empathy, Ethics, Decision Making, Social Responsibility
2012 - Winter	Bringing in the Bystander - Participant	Empathy, Ethics, Diversity, Conflict Negotiation, Social Responsibility
2012-2013 Academic Year	Peer Note Taker - Volunteer	Functioning Independently, Excellence, Organization, Ethics, Synthesis, Communication
2013 - Fall	Consent + : Sexual Violence Prevention and Education 101 - Participant	Ethics, Diversity, Social Responsibility
2013 - Summer	Biidaaban Community Serivce-Learning Training Weekend - Participant	Collaboration, Diversity, Conflict Negotiation, Inclusion, Social Responsibility
2013 - Winter	How to Prepare for Exams - Participant	Excellence, Organization
2014 - Fall	How to Make the Most of Your Reading Week - Attendee	Goal Setting, Organization, Decision Making
2014-2015 Academic Year	Peer Note Taker - Volunteer	Functioning Independently, Excellence, Organization, Ethics, Synthesis, Communication
2014-2015 Academic Year	International Student Mentorship Program - Volunteer Mentor	Collaboration, Diversity, Inclusion, Communication
2015 - Fall	NSO Leader - Volunteer	Empathy, Functioning Independently, Diversity, Inclusion, Communication
2015 - Fall	Mental Health First Aid: For Adults Who Interact With Youth - Participant	Ethics, Initiative, Decision Making, Conflict Negotiation, Inclusion, Social Responsibility, Communication, Idea Generation
2015 - Winter	How to Start a Paper Workshop - Attendee	Organization
2016 - Winter	Undergraduate Research Conference Presenter - Poster Presenter	Receiving Feedback, Synthesis, Communication, Research
2017 - Summer	Residents' Council Floor/Section Representative - Volunteeer	Initiative, Inclusion, Social Responsibility, Communication

Involvement and Outreach

Semester	Activity	Outcome(s)
2012 - Fall	Open House Volunteer - Volunteer	Functioning Independently, Excellence, Inclusion, Communication, Responding to Change
2012 - Summer	Shinerama Volunteer - Fundraiser	Initiative, Collaboration, Social Responsibility
2013-2014 Academic Year	Near North Voices - North Bay's University-Community Choir - Vocalist	Empathy, Excellence, Collaboration, Inclusion
2015 - Winter	Gathering Place Volunteer - Soup Kitchen Volunteer	Collaboration, Social Responsibility, Communication
2016 - Fall	Volunteer Tutor - Frontier College - Tutor	Providing Feedback, Diversity, Social Responsibility, Communication

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RSD RECORD OF STUDENT DEVELOPMENT

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North Bay, ON, Canada P1B 8L7
www.nipissingu.ca | nuinfo@nipissingu.ca

THE RECORD OF STUDENT DEVELOPMENT (RSD)

The Record of Student Development is an official document endorsed by Nipissing University, recognizing the learning and development opportunities that our students have participated in outside of their academic program of study.Conferring of the Record of Student Development represents that this student has participated in learning and development opportunities during their academic career that meet all of the RSD Involvement Outcomes and have reflected on these experiences and what they have gained in serving their communities.

INVOLVEMENT OUTCOMES

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