



Learner Services

Student  
Employment  
and Career  
Centre

## **Co-Curricular Record**

## **Student User Guide – My Career Hub**

# Co-Curricular Record Student User Guide

\*Please note you must use Google Chrome or Firefox as your internet browser.

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## Registering for My Career Hub

If you have not already registered for a My Career Hub account, you will need to register for one now.

To register, go to [mycareerhub.sait.ca](http://mycareerhub.sait.ca)

- Click on the 'Students & Alumni' button on the top of home page
- Select 'Student & Alumni Registration' from the dropdown menu
- Complete all mandatory fields on the registration form
- Submit registration for review

## Student Login and Dashboard

Once your account has been approved, you'll be able to log in using your student ID and the password you entered when you registered.

On your My Career Hub dashboard, select "Co-Curricular Record" from the side menu to begin.

**SAIT** Southern Alberta Institute of Technology

Dashboard

Job Postings

**Co-Curricular Record**

Appointments

Events & Workshops

Resources

Welcome Lara Test Schuelke

Upload a Document Create Application Package Search Postings

Dashboard Co-Curricular Record Documents Postings / Applications Interviews Appointments Event Registration

Home My Account

Welcome to My Career Hub! Your dashboard will keep you up to date on anything you've got coming up

**The SAIT Career Fair is next week!**  
This year's fall career fair will be held in the Irene Lewis Atrium, Stan Grad Centre on Tuesday, Nov. 21 from 10 am - 2 pm. This networking style event is a great opportunity for you to meet with employers who are looking to promote their organization, and any upcoming career opportunities.

You don't need to register to attend - just make sure you dress to impress and bring copies of your polished resumé!

Download the employer list and booth map

**Got a question?**  
Contact the Student Employment and Career Centre at 403.210.5730 or [student.employment@sait.ca](mailto:student.employment@sait.ca)

**Your Upcoming Schedule**

No upcoming schedules.

**Upcoming Events / Workshops**

<b>Monday, November 20, 2017</b>		
12:00 PM - 01:00 PM	<b>Algonquin Resort</b>	Registration Required
Career Events & Workshops CA324, Alfred Centre		
03:30 PM - 05:00 PM	<b>Imperial Information Session</b>	Registration Required
Career Events & Workshops Symposium Room - Campus Centre		
<b>Tuesday, November 21, 2017</b>		
10:00 AM - 02:00 PM	<b>SAIT Fall Career Fair</b>	Registration Required
Career Events & Workshops Irene Lewis Atrium, Stan Grad Centre		
<b>Wednesday, November 22, 2017</b>		
12:00 PM - 01:00 PM	<b>International SOS</b>	Registration Required
Career Events & Workshops Oryx Theatre, Campus Centre		
<b>Monday, December 4, 2017</b>		
11:00 AM - 01:00 PM	<b>Pop-Up Career Services</b>	
Career Events & Workshops Johnson-Cobb Energy Centre		

## Adding a Co-Curricular Activity to Your Record

On your My Career Hub dashboard, select "Co-Curricular Record" from the side menu.

The screenshot shows the SAIT My Career Hub dashboard. The side menu on the left has a red circle around the 'Co-Curricular Record' option. The main content area is titled 'Welcome Sait Student Tester' and includes buttons for 'Upload a Document', 'Create Application Package', and 'Search Postings'. Below these are tabs for 'Dashboard', 'Co-Curricular Record', 'Documents', 'Postings / Applications', 'Interviews', 'Appointments', and 'Event Registration'. The 'Co-Curricular Record' tab is selected. The main content area displays a welcome message, a notice about technical difficulties, and a 'Your Upcoming Schedule' section showing 'No upcoming schedules.' On the right, there is a section for 'Upcoming Events / Workshops' with two events listed: 'Deloitte - Cyber Risk, Risk Advisory Hiring Information Session' and 'Lunch and Learn: Co-Curricular Record', both with 'Registration Required' buttons.

Then click on the blue "Add a Position to my CCR" button at the top of the page.

The screenshot shows the 'Co-Curricular Module: Student Home' page. The side menu on the left has a red circle around the 'Add a Position to my CCR' button. The main content area is titled 'Co-Curricular Module: Student Home' and includes a 'My Record' section. The 'My Record' section has a 'My Positions at a Glance' table with the following data:

Category	Count
Approved Positions	0
Positions with no competencies	0
Pending Positions	0
Declined Positions	0
Reflections	0
Missing Reflection	0

On the right, there is a 'Recently Added Positions' section with two entries: 'Vice Chair' and 'SAITSA Strategic Planning Committee'. The 'Vice Chair' entry has a star icon and a description: 'The responsibilities of the Vice Chair shall be to maintain...'. The 'SAITSA Strategic Planning Committee' entry has a description: 'Committees of SAITSA's Board of Directors consist of the duties of the Board. The Strategic Planning Committee is responsible for...'

From here you can search for an activity or position. You can either enter the name of the activity or position at the top of the page, or search by time period and school/department by navigating through the selection boxes at the bottom.

\*Please note if you know the name of the activity and the position you are adding, using the search box at the top of the screen will add it automatically to your record.

**SAIT** Southern Alberta Institute of Technology

Dashboard  
Job Postings  
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Record  
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**Quick Position Search** [Back to My Co-Curricular Record](#)

**QUICK POSITION SEARCH**

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

Activity or Position Name

ⓘ Navigate through the selection boxes to narrow down your results.

Period: 2017 - 2018

Department:

- Learner and Academic Services
- MacPhail School of Energy
- SAITSA
- School of Business**
- School of Construction
- School of Health and Public Safety
- School of Hospitality & Tourism
- School of Information & Communications Technology
- School of Information and Communications Technology
- School of Manufacturing and Automation

Activity:

- Business Case Competitions
- Competitor, EDGE Case Competition
- Legal Assistant Society
- PAC Student Member
- Professional Mentorship Mentee- School of Business
- SAIT Supply Chain Management Club (SCMC)**
- School of Business Ambassador

If you are unsure of what your activity is called and/or the name of the position, or if you are looking for an activity to participate in, use these navigation boxes to search the directory of registered activities.

Once you have selected an activity, the positions associated with that activity will populate at the bottom of the screen. From here you can view the activity overview and/or the position.

Period: 2017 - 2018

Department:

- Learner and Academic Services
- MacPhail School of Energy
- SAITSA
- School of Business**
- School of Construction
- School of Health and Public Safety
- School of Hospitality & Tourism
- School of Information & Communications Technology
- School of Information and Communications Technology
- School of Manufacturing and Automation

Activity:

- Business Case Competitions
- Competitor, EDGE Case Competition
- Legal Assistant Society
- PAC Student Member
- Professional Mentorship Mentee- School of Business
- SAIT Supply Chain Management Club (SCMC)**
- School of Business Ambassador

**Positions Found: (6)**

Period	Activity	Position	Position Status	Student Status	Actions
2017 - 2018	SAIT Supply Chain Management Club (SCMC)	President	Approved	Active	<a href="#">View Position</a> <a href="#">Add to record</a>
2017 - 2018	SAIT Supply Chain Management Club (SCMC)	VP Communication	Approved	Active	<a href="#">View Position</a> <a href="#">Add to record</a>
2017 - 2018	SAIT Supply Chain Management Club (SCMC)	VP Events	Approved	Active	<a href="#">View Position</a> <a href="#">Add to record</a>
2017 - 2018	SAIT Supply Chain Management Club (SCMC)	VP Membership	Approved	Active	<a href="#">View Position</a> <a href="#">Add to record</a>
2017 - 2018	SAIT Supply Chain Management Club (SCMC)	VP Finance	Approved	Active	<a href="#">View Position</a> <a href="#">Add to record</a>
2017 - 2018	SAIT Supply Chain Management Club (SCMC)	General Member	Approved	Active	<a href="#">View Position</a> <a href="#">Add to record</a>

Click to view the activity overview

Click to view the position description

Each activity overview will include:

- Description of the activity
- Minimum requirements to be involved
- Minimum hours per semester
- How to sign up for the activity
- If there is a cost involved

**Activity Overview: SAIT Supply Chain Management Club (SCMC)**[◀ Back to My Co-Curricular Record](#)


Overview	
Time Period:	2017 - 2018
Department:	School of Business
Activity:	SAIT Supply Chain Management Club (SCMC)

Activity Details	
Activity Description	This is a Business club on campus that's aims to provide opportunities for students and enrich learning.
Are there minimum requirements that a student must have to be involved:	Must be a full-time student within the School of Business, and available for two consecutive semesters.
What are the minimum hours per semester required	20
How do students sign up for this activity/program:	Students will be notified through the school to join as general members. Executive positions are elected through the club.
Is there a cost to students who participate:	No

Total # of Positions: **6**

List of Positions	
General Member	Active
President	Active
VP Communication	Active
VP Events	Active
VP Finance	Active
VP Membership	Active

Each position overview will detail the position description and responsibilities.

 **Southern Alberta Institute of Technology**

[Dashboard](#)  
[Job Postings](#)  
**[Co-Curricular Record](#)**  
[Record](#)  
[Coming Soon](#)  
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**Position Overview: SAIT Supply Chain Management Club (SCMC) - General Member**[◀ Back to Add Position to My Record](#)[◀ Back to My Co-Curricular Record](#)  
[Add Position To My Co-Curricular Record](#)

Position Info	
Time Period :	2017 - 2018
Department :	School of Business
Activity :	SAIT Supply Chain Management Club (SCMC)
Position :	General Member

Position Details	
Position Title (Positions within the COR activity i.e. President of the club, tutor, participant, volunteer, etc.)	General Member
Position Description (Responsibilities or requirements for the position)	General Members primary roles are to engage in club events, actively provide feedback, and to vote in their executive team. Beyond that General Members have opportunities to volunteer at Club events and to attend full club town-hall style meetings. The volunteer roles are to assist with setup and conducting of events.
Include in the Directory	Yes

Once you have found your position, click the blue “Add Position to My Co-Curricular Record” button.

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**Position Overview: SAIT Supply Chain Management Club (SCMC) - General Member**

← Back to Add Position to My Record   ← Back to My Co-Curricular Record

**Add Position To My Co-Curricular Record**

Position Info	
Time Period :	2017 - 2018
Department :	School of Business
Activity :	SAIT Supply Chain Management Club (SCMC)
Position :	General Member

Position Details	
Position Title (Positions within the CCR activity i.e. President of the club, tutor, participant, volunteer, etc.)	General Member
Position Description (Responsibilities or requirements for the position)	General Members primary roles are to engage in club events, actively provide feedback, and to vote in their executive team. Beyond that General Members have opportunities to volunteer at Club events and to attend full club town-hall style meetings. The volunteer roles are to assist with setup and conducting of events.
Include in the Directory	Yes

\*Please note if an activity you are part of does not appear on the list, please see Appendix B on page 17 for instructions on how to suggest new activities.

You can choose your competencies now (Only 1 to 5 may be selected), or you can wait until you have completed the activity and have reflected on the experience. For a full list of the CCR Competencies and their definitions please refer to Appendix A on page 16.

Select 1-5 competencies that you have learned or developed through the activity:

**RECORD POSITION DETAILS**

Record Position Status: **Pending**

Time Period: 2018 - 2019

Category: Academic

Department: School of Manufacturing and Automation

Activity: Fourth Year Electrical Tutors

Position: Fourth Year Electrical Tutors

**You have selected 0 of the required 1 to 5 competencies**

SAIT Competency List

☐ SELECT ALL   Filter

- ☒ Social Responsibility
- ☐ Leadership
- ☐ Collaboration
- ☐ Spiritual Awareness
- ☐ Intellectual Growth
- ☐ Enhanced Self Awareness

**Save Competencies**

Choose 1-5 competencies by clicking on the box beside the competency.  
Then click “Save Competencies”

## Completing the Activity and Submitting a Request for Validation

Once you have completed the activity, log back into [My Career Hub](#), and select “Co-Curricular Record” from the side menu. From here you can complete your record by choosing your competencies (if you haven’t done so already), submit your reflective response and request validation.

Click on the “My Record” tab at the top of the page.

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### Co-Curricular Module: Student Home

[Add a Position to my CCR](#)

[Home](#) **[My Record](#)**

#### My Record

My Positions at a Glance

- Approved Positions: 0
- Positions with no competencies: 0
- Pending Positions: 1
- Declined Positions: 0
- Reflections: 0
- Missing Reflection: 1

#### Recently Added Positions

**Vice Chair** ☆

The responsibilities of the Vice Chair shall be to maintain meeting minutes.

**SAITSA Strategic Planning Committee**

Committees of SAITSA's Board of Directors consist of a body of SAIT students and the duties of the Board.

The Strategic Planning Committee is responsible for the revision or recommendation of the Strategic Plan.

Choose the record you would like to complete and click “Edit”

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### My Co-Curricular Record

Date Created: Nov 9, 2017  
[Add a position to My Record](#)

[Home](#) **[My Record](#)**

#### RECORD OVERVIEW:

Approved: 0 Declined: 0 Pending: 1 Last Updated: May 1, 2018

You cannot print this Co-curricular record at this time. There are no approved positions.

TOTAL RESULTS: 1 DISPLAYING: 1 - 1 [Clear Sort](#)

Show on Record	Category (1)	Activity Name	Position Title	Status	Date Added (2)
<a href="#">Edit</a> <a href="#">Remove</a>	Academic	Drop-In Conversation Club (Date added: 11/09/2017)	Facilitator Facilitator: leads and stimulates a flow of conversation and interaction. (Date added: 11/09/2017)	Pending	05/01/2018



If you have not yet chosen your competencies you must do so now. Select a minimum of 1 and a maximum of 5 by clicking the check box beside each. (For a full list of the CCR Competencies and their definitions please refer to Appendix A on page 16.)

Once you have selected your competencies, click the blue “Save” button at the bottom of the screen.

RECORD POSITION DETAILS

Record Position Status:

Pending

Time Period:

2017 - 2018

Department:

School of Business

Activity:

SAIT Supply Chain Management Club (SCMC)

Position:

General Member

Show this position on student record PDF:

☐

1 to 5 competencies must be selected.

0 competencies selected.

SAIT Competency List

☐ SELECT ALL

Filter

☒ Social Responsibility

☒ Leadership

☒ Collaboration

☐ Spiritual Awareness

☐ Intellectual Growth

☐ Enhanced Self Awareness

Save

Update Record Position

Remove Position from Student Record

The competencies you have chosen will be displayed at the bottom of the screen under “Current Competencies”. You can add or remove competencies by following the same process noted above.

1 to 5 competencies must be selected.

3 competencies selected.

SAIT Competency List

☐ SELECT ALL

Filter

☐ Intellectual Growth

☐ Enhanced Self Awareness

☐ Effective Communication

☐ Creativity and Innovation

☐ Critical Thinking & Problem Solving

☐ Health & Wellness Behaviour

Save

Current Competencies

Competency	
Social Responsibility (SAIT Competency List)	remove
Professionalism (SAIT Competency List)	remove
Appreciating Diversity (SAIT Competency List)	remove

Update Record Position

Remove Position from Student Record

Competencies must be selected before submitting your co-curricular record for validation on or before **May 15<sup>th</sup>**.

Now that you have chosen your competencies you can enter your answers to the self-reflection questions.

The questions are:

- How did you achieve the competencies you selected and what did you learn?
- How will this experience help you in the future?

Click on the blue “Add reflection” button on the middle of your screen (under “Current Competencies”)

The screenshot shows the Sait Student Tester interface. The top header is red with the Sait logo and 'Southern Alberta Institute of Technology'. The left sidebar contains navigation links: Dashboard, Job Postings, Co-Curricular Record (selected), Record (highlighted), Involvement Directory, Appointments, Events & Workshops, and Resources. The main content area is titled 'Record Position Details: Sait Student Tester' and includes two buttons: 'Update Record Position' and 'Remove Position from Student Record'. Below this is a section titled 'RECORD POSITION DETAILS' with a table of information:

Record Position Status:	Pending
Time Period:	2017 - 2018
Category:	Academic
Department:	Learner and Academic Services
Activity:	Drop-In Conversation Club
Position:	Facilitator

Below the table is a section titled 'Current Competencies' with a list of selected competencies:

- Competency
- Creativity and Innovation(SAIT Competency List)
- Professionalism(SAIT Competency List)
- Critical Thinking & Problem Solving(SAIT Competency List)

At the bottom of the page, a blue button labeled 'Add reflection' is circled in red, with a red arrow pointing to it from the right.

Enter your answers to the reflection questions in the text box provided and click the blue "Save" button at the bottom of the screen.

**Record Position Details: Sait Student Tester**

---

**Reflection**

How did you achieve these and what did you learn?

Enter your answers to reflection question 1 in this text box

How will this experience and these competencies help you in the future?

Enter your answers to reflection question 2 in this text box

**Save**

Your completed record and request for validation will now be submitted to the SAIT and/or SAITSA Validator who is registered to the activity. Once the Validator has reviewed your submission and request for validation, they will approve your request and you will be notified through your My Career Hub dashboard. Validators have until the last Friday of May to complete the validation process.

## Removing a Co-Curricular Activity from Your Record

If you have not been able to complete an activity, or have added an activity to your record by mistake, you can easily remove it. Log back into [My Career Hub](#), and select "Co-Curricular Record" from the side menu.

Click on the "My Record" tab at the top of your screen.

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### Co-Curricular Module: Student Home

[Add a Position to my CCR](#)

Home **My Record**

#### My Record

My Positions at a Glance

- Approved Positions: 0
- Positions with no competencies: 0
- Pending Positions: 1
- Declined Positions: 0
- Reflections: 0
- Missing Reflection: 1

#### Recently Added Positions

**Vice Chair** ☆

The responsibilities of the Vice Chair shall be to maintain meeting minutes.

**SAITSA Strategic Planning Committee**

Committees of SAITSA's Board of Directors consist of a body of SAIT staff and students who perform the duties of the Board.

The Strategic Planning Committee is responsible for the revision or recommendation of the Strategic Plan.

Choose the record you would like to delete and click "Remove".

**SAIT** Southern Alberta Institute of Technology

Dashboard  
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**Record**  
Involvement Directory  
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Resources

### My Student Record: Sait Student Tester (100200300)

Pending Record Positions

[Add a position to My Record](#)

Home **My Record** Recommended For You

**RECORD OVERVIEW:** Approved: 0 Declined: 0 Pending: 4 Date Created: Nov 9, 2017 Last Updated: Jan 23, 2018

You cannot print this Co-curricular record at this time. There are no approved positions.

**TOTAL RESULTS:** 4 **DISPLAYING:** 1 - 4 [Clear Sort](#)

Show on Record	Activity Name	Position Title	Status	Date Added (2)
<a href="#">Edit</a> <a href="#">Remove</a>	<b>Student Employment and Career Centre Volunteer</b> The Student Employment and Career Centre (SECC) are looking for enthusiastic students to be a part of our events and activities. Email student.employment@sait.ca to learn (Date added: 01/08/2018)	<b>Student Employment and Career Centre Volunteer</b> Working with Student Employment and Career Centre (SECC) staff to assist in a variety of activities such as event setup and take down, event registration, greeting attendees, and promoting the s (Date added: 01/08/2018)	Pending	01/23/2018

Please note that all co-curricular records must be added or removed by May 15th.

## Printing Your Co-Curricular Record

Once your co-curricular activity/activities have been approved by the Validator you will be able to print your Co-Curricular Record.


Log back into [My Career Hub](#), and select "Co-Curricular Record" from the side menu. Click on "My Record" at the top of the screen to view your record overview.

**My Co-Curricular Record**  
Date Created: Nov 9, 2017

[Add a position to My Record](#) [Print My Co-Curricular Record](#)

Home **My Record**

**RECORD OVERVIEW:**  
Approved : **1** Declined : **0** Pending : **0** Last Updated: Jun 21, 2018  
TOTAL RESULTS: **1** DISPLAYING: **1** - **1**

	Show on Record	Category (1)	Activity Name	Position Title	Status
<a href="#">View</a>		Academic	<b>Fourth Year Electrical Tutors</b> Fourth Year Electrical Tutors (Date added: 12/06/2017)	<b>Fourth Year Electrical Tutors</b> Provide study tools and assistance to fellow students, working through problems to clarify concepts. (Date added: 12/06/2017)	Approved


From here click on the red x under "Show on Record". This must be done for each of your CCR activities.

**My Co-Curricular Record**  
Date Created: Nov 9, 2017


[Add a position to My Record](#) [Print My Co-Curricular Record](#)

Home **My Record**

**RECORD OVERVIEW:**  
Approved : **1** Declined : **0** Pending : **0** Last Updated: Jun 21, 2018  
TOTAL RESULTS: **1** DISPLAYING: **1** - **1**

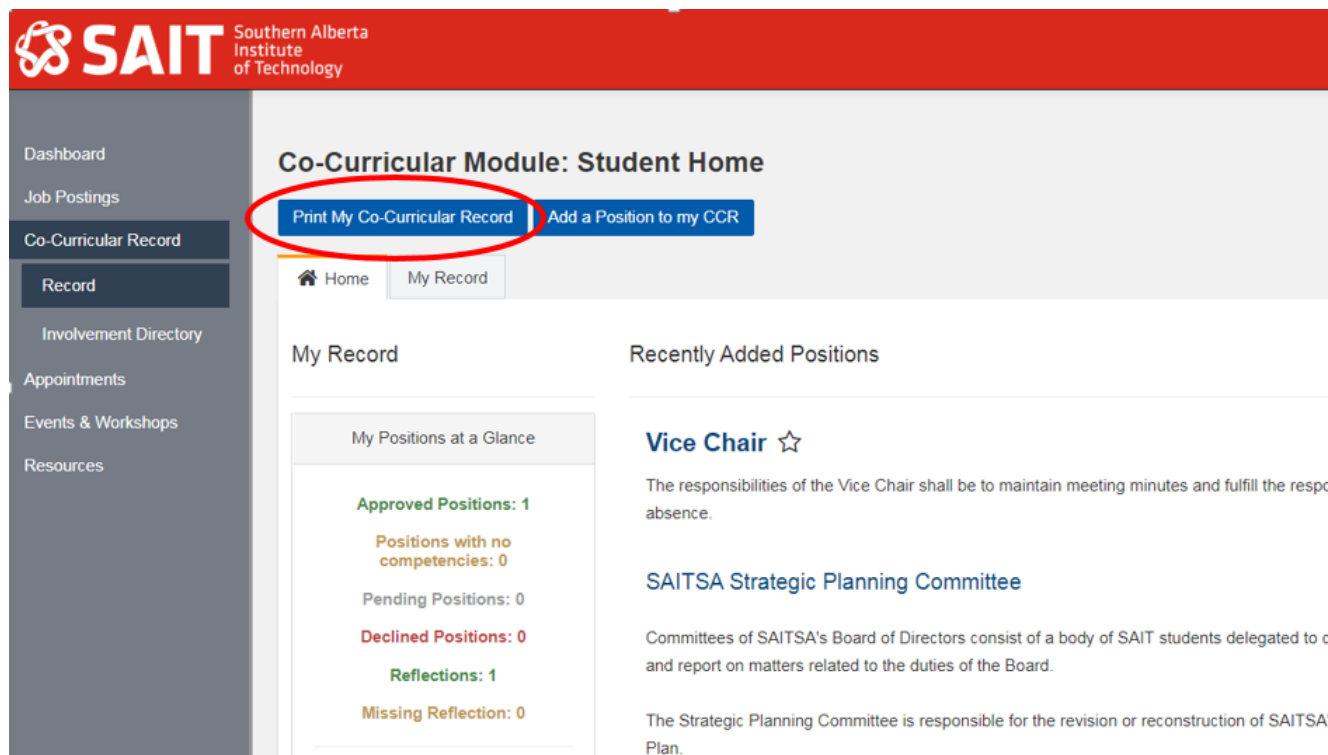
	Show on Record	Category (1)	Activity Name	Position Title	Status
<a href="#">View</a>		Academic	<b>Fourth Year Electrical Tutors</b> Fourth Year Electrical Tutors (Date added: 12/06/2017)	<b>Fourth Year Electrical Tutors</b> Provide study tools and assistance to fellow students, working through problems to clarify concepts. (Date added: 12/06/2017)	Approved

There should now be a green circle with a check mark beside each of your activities.

	Show on Record	Category (1)	Activity Name
<a href="#">View</a>		Academic	<b>Fourth Year Electrical Tutors</b> Fourth Year Electrical Tutors (Date added: 12/06/2017)

Once you have activated "Show on Record" you can print or download a PDF of your official co-curricular record.

Click on the blue "Print My Co-Curricular Record" button at the top.



Your record will download as a PDF file which you can save or print. You will also be able to attach your Co-Curricular Record to job applications when applying to jobs posted on My Career Hub.

You can use your co-curricular record to showcase and demonstrate the transferable skills and competencies you developed to potential employers. The official document has been signed by the Associate Vice President of Learner & Academic Services and can act as a reference verifying your participation in co-curricular activities.

## Appealing a Validator's Decision

If your request for validation has been declined by the Validator and you are unsatisfied with the decision you are able to appeal.

The first step is to discuss the decision with the Validator. This can be done face-to-face, over the phone or via email.

If after discussing with the Validator, you are still not satisfied with the outcome of that discussion or if you are unable to contact the Validator, you must send an email to the Manager, Student Experience at [Student.Employment@sait.ca](mailto:Student.Employment@sait.ca) requesting a review of the decision. You must contact the Manager, Student Experience within **15 business days** of the Validator initially declining your submission.

At the Manager, Student Experience's discretion, the review may be way of a face-to-face meeting, by e-mail or by other form of communication. If the Manager determines that the appeal requires a formal face-to-face meeting with the student, the student is entitled to bring the SAITSA Vice President Academic or designate, to the meeting for advice and support; in general, however, only the student can speak on the student's behalf. The Validator will usually be present at this meeting.

After the review has been completed, the Manager, Student Experience will inform you of their decision.

## Appendix A – SAIT CCR Competencies

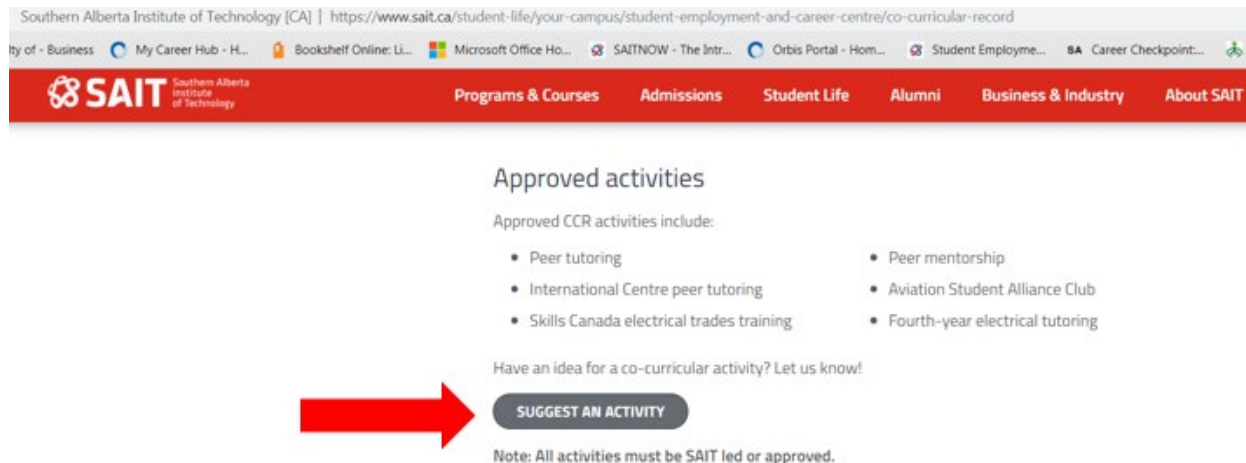
Competency	Indicators
Social Responsibility	<ul style="list-style-type: none"> <li>o Participated in SAIT systems (boards, committees, SAITSA, etc.)</li> <li>o Demonstrated an understanding of what it means to be socially responsible</li> <li>o Participated in service/volunteer activities</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>o Demonstrated the ability to lead people through encouraging and empowering others</li> <li>o Demonstrated the ability to communicate a group's vision and goals</li> <li>o Demonstrated effective leadership style</li> <li>o Resolved matters of conflict in a respectful manner</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>o Sought the involvement and feedback of others</li> <li>o Contributed to achievement of group goals or shared vision</li> <li>o Encouraged positive team/group dynamics</li> <li>o Demonstrated effective relationship building</li> </ul>
Spiritual Awareness	<ul style="list-style-type: none"> <li>o Developed and expressed personal belief system and sense of purpose</li> <li>o Reflected on a personal sense of meaning and connection to the greater whole</li> <li>o Demonstrated awareness of spirituality and how it may impact work or group dynamics</li> </ul>
Intellectual Growth	<ul style="list-style-type: none"> <li>o Employed critical thinking in problem solving</li> <li>o Used complex information from a variety of sources to form a decision or opinion</li> <li>o Reinforced personal knowledge by teaching others</li> </ul>
Enhanced Self Awareness	<ul style="list-style-type: none"> <li>o Acknowledged strengths and weaknesses in personal management</li> <li>o Demonstrated empathy towards others</li> <li>o Learned from past experiences</li> <li>o Exhibited positive role modeling and/or mentoring</li> </ul>
Effective Communication	<ul style="list-style-type: none"> <li>o Exhibited effective listening skills</li> <li>o Employed conflict resolution strategies in a respectful manner</li> <li>o Influenced others through coherent and effective writing and speaking (e.g. delivered effective presentations)</li> <li>o Used engaging communication techniques</li> </ul>
Creativity and Innovation	<ul style="list-style-type: none"> <li>o Developed and encouraged new ideas and created new and effective processes</li> <li>o Identified opportunities for creative problem-solving</li> <li>o Generated unique, practical and useful solutions to challenging situations</li> </ul>
Professionalism	<ul style="list-style-type: none"> <li>o Worked effectively in a team environment</li> <li>o Achieved positive outcomes when interacting with others</li> <li>o Demonstrated good work habits (e.g. punctual, hard-working, maintained proper decorum, completed task, dressed appropriately)</li> </ul>
Critical Thinking & Problem Solving	<ul style="list-style-type: none"> <li>o Identified root causes of issues and solved problems effectively</li> <li>o Identified and asked questions that clarified various points of views that led to better solutions</li> <li>o Interpreted information and drew meaningful conclusions</li> <li>o Worked effectively with others in figuring out solutions to problems</li> </ul>
Appreciating Diversity	<ul style="list-style-type: none"> <li>o Demonstrated an appreciation of others</li> <li>o Expressed advantages and challenges of diverse societies</li> <li>o Appropriately challenged abusive use of stereotypes and assumptions</li> <li>o Expressed understanding of how thoughts, language and actions impact the development of supportive, inclusive communities</li> </ul>
Health & Wellness Behaviour	<ul style="list-style-type: none"> <li>o Exhibited behaviours which promoted a health and wellness culture and community</li> <li>o Promoted physical and mental health, and wellness to the community</li> <li>o Demonstrated an understanding of the relationship between health and wellness (physical, social, mental) and accomplishing life goals</li> <li>o Pursued positive physical, mental health and wellness goals</li> </ul>



## Appendix B – Suggesting a New Co-Curricular Activity

If you are involved in an activity that you believe is eligible for CCR as per the requirements outlined in procedure AC.6.3.1 Co-Curricular Recognition, you can submit a request to have your activity reviewed by the CCR Coordinator.

Visit the CCR page on SAIT.ca (<https://www.sait.ca/student-life/your-campus/student-employment-and-career-centre/co-curricular-record>) and scroll down the page to the grey “Suggest An Activity” button.



When you click the grey button an electronic form called “Co-Curricular Description & Requirements” will open. Make sure you complete **all sections** of the form before clicking the “submit” button.

### Please Note:

- You must provide a brief description of the activity.
- Include instructions on how students are able to join the activity (i.e. Is it invite only? Do students have to sign up? etc.).
- Please list all of the positions that are part of this activity (i.e. President, VP, General Member, etc.) and include a brief description (1-4 sentences) of what each position is responsible for.
- You must include the name of at least 1 validator and the validator must be a SAIT or SAITSA staff member who is involved with the activity. Students are not able to act as validators.

Once you have provided the information for each section of the form you can click “submit”. The activity will then be reviewed by the CCR Coordinator to ensure it meets the requirements of a CCR activity. If it does, then it will be added to the CCR database in My Career Hub and you will be notified so that you can add it to your record.