

# MyExperience Transcript - Club Executive Reports

## Overview

The MyExperience Transcript (MET) allows for experiential activities to be recorded onto a centralized online transcript. The MET also includes the tracking of experiential activities such as co-ops, applied studies, workshops, leadership, and community service positions. As of May 2020, all Club Executives can also request their positions to be included on the MET. If a non-executive club member shows exemplary efforts pertaining to eligible experiences, such as being the Chair for a Headshave, this is also eligible to be included on the MET.

## Validation

The VP Student Affairs (VPSA) validates the hours for the Club Executives. As such, Club Executives must email a report to the VP Student Affairs detailing their hours and involvement. For non-executive club positions to be validated, the report must list a Position Contact who is an Executive member of the club and can confirm the activity to the VPSA. Reports are emailed to [su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca).

## Important Dates

Approval of hours for each individual position will occur at the end of each academic term. You must submit a report about your semester **AND** add your hours the position in the MET prior to:

- December 15th for the Fall semester
- April 15th for the Spring Semester
- August 15th for the Summer Semester

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## Sample Semesterly Report

1. **Full Name and Club Position:** Your name here and position (i.e. "President")
2. **Club Name:** Your club name here
3. **Position Contact:** If confirming hours for a non-executive club member, a Position Contact of someone who is an Executive member must be included.
4. **Total Hours:** List your total hours for the semester (i.e. "40 hours").
5. **Hours Description:** Describe a breakdown of your hours and responsibilities. For example: "I spent 20 hours facilitating meetings, sending emails, and event planning. I spent 8 hours hosting (title of the event) on (date)." You do not have to list every single item that makes up your hours, but provide at least a paragraph worth of detail.

**Tip:** Another way you can organize and provide proof of your hours is by submitting a spreadsheet outlining the date, activity, and hours for that activity.

6. **Optional - Additional Attachments:** When you submit your report, you are welcome to attach more documents to provide proof of your hours and involvement. Some examples of additional attachments are photos, online links to an event, and posters.