Positions User Guide (Students)

Module Overview

The Positions Module can be used to create a validated record of co-curricular or extra-curricular activities offered by the U of L or trusted partners. The experiences validated using the Positions module will be included on the MyExperience Transcript (MET). The Positions module also provides students with a place to reflect on their activities and articulate their experience in terms of the MET's competency framework.

Activities are organized into the following structure.

1) Category   (e.g., University of Lethbridge Student's Union)
2) Activity   (e.g., Executive Council)
3) Position   (e.g., President).

There are three roles in the module. These are 1) Administrators, 2) Validators and 3) Student (Participants).

Portal users from all three roles can request that new positions and activities be added to the module.

Overview of Student Role

Student Role

What is this role?
- This role allows students to search opportunities.
- Students are able to complete the Positions Request form for new activities
- Students are able to report on activity participation
- Students are able to reflect on activities
- Students can self-select the competencies they have gained from the position

For whom is this role?
- All students

Requesting new activities (All Roles)

To request a new activity on the record, complete the Positions request form.

The request form can be completed by Administrators, Validators and Students.

Overview of the Position Request form

The form is broken down into the following sections. Further details are provided below.

==Note: You are only required to fill out the sections with an asterisk * all other sections are optional==

1. Select Category and Activity
2. Activity Details
   - 2.1 Where to Direct Requests for Information
3. Positions Details
4. Position Contact Information
5. Anticipated Competencies
6. Applicant Information
7. Validator Information
8. MET

1. Select an Activity

Time Period: Preselected, managed by the system administrator.

Category: Name of the trusted partner or validator group in question (ULSU, GSA, Enrolment Services)

> • Select existing category or add new if you don't see your category

If you are unsure of the appropriate category, or activity, please contact an administrator

Activity Name: The group (Executive council, General Assembly)

> • *The Experiential Catalogue performs searches based on the Activity Name*
>
> > • *Positions associated with this Activity will be listed within this Activity Posting*
>
> • Select existing or add new

Co-curricular Request Position Module

Use this form to request a new co-curricular *position* be added to the Co-Curricular Record. **This form is only for requesting that a new position be available for students to add to their records. This form is not for students to add activities to their individual co-curricular records. This must be done through the Co-Curricular Record Tab.** Once you have completed the form in its entirety click the send request button at the bottom of the page to submit your request.

SELECT AN ACTIVITY

Select a Period	2019 - 20 ▾
Category *	University of Lethbridge Stud ▾
Activity Name *	Executive Council ▾
	Check activity for existing positions

If you select an existing activity, you will be prompted to select an existing position. You *are not required* to select one of these existing positions and can simply close the window.

If you select an existing activity *but no appropriate positions are available*, the activity details will auto-fill and be non-editable. Simply scroll past the activity details to the positions details section and continue.

2. Activity Details (*will appear in the Experiential Catalogue listing*)

Description: Describe your ACTIVITY

Timeframe: specify terms (All categories/activities are tied to an academic term in a previous step, but some activities carry over multiple terms and some do not)
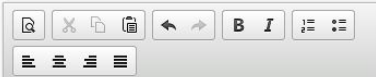
Logo: Upload your logo.

Total Number of Hours: Select an hour range from the drop down. If you are unsure, select 'variable'

Location: On or off campus or both

2. 1. Where to Direct Requests for More Information (*will appear in experiential catalogue*)

Website: Provide a link to any external website. This link will appear in the Experiential Catalogue.

NOTE: The Experiential Catalogue can be found here

Contact Email: Provide a link for information requests.

3. Position Details

Position details are displayed at the top in the Positions module listing and the bottom of the Experiential Catalogue Listing.

Position Title: The name of the actual position.

> *The position title entered here will be included in the experiential catalogue listing for the activity*

Average Time Commitment: Specify the number of hours required by this position.

> *Select a number of hours and whether that number is per week, per month or per semester*

Include in Get Experience Catalogue? https://myexperience.uleth.ca/catalogue.htm

Description: Enter the description of your position.

> *This description will appear in **both** the Experiential* Catalogue *and the Experiential* Record*.*

Include Contact Information: Select whether to include contact information in the catalogue

Start/End Date: Select a start and end date *and time*

Track Time: (optional field) Specify a number of hours to be completed before the activity can be added to a student record

4. Position Contact Information

This information has to do with the primary point of contact for the position. The Position contact should be someone who is able to both a) respond to student inquiries and b) provide confirmation of participation to activity validators.

Name: _This is the only required field._ This can be a name or a job title (i.e.. Vice President Student Affairs)

> _This position/person should be able to confirm/verify the hours for the position_

Email:

Phone:

Website:

Counts for <u>Academic</u> credit on Transcript: If you are not getting course credit for this position, select No

Description of Contact's Position:

How do students sign up for this activity? (do they apply, are they voted in, contact the above, etc.)

The Activity/Program:

Cost:

Provides compensation:

Facebook:

Twitter:

5. MET

This section asks requestors to justify the inclusion of their activity on the MET by relating it to the MET Eligibility Criteria. A link to various resources is provided.

6. Anticipated Competencies

Select a grouping of competencies which are related to your program.

The competencies will be reflected in the experiential catalogue posting for your position.

7. Validator Information

This section has no required fields. Validators must be assigned by the system administrator.

First Name

Last Name

Position

Email

Phone

8. Requestor Information

Enter *your* information. **This should autofill** based on your account information, but the position field will likely be empty.

First Name

Last Name

Position

Email

Adding a Position to My Record (Student)

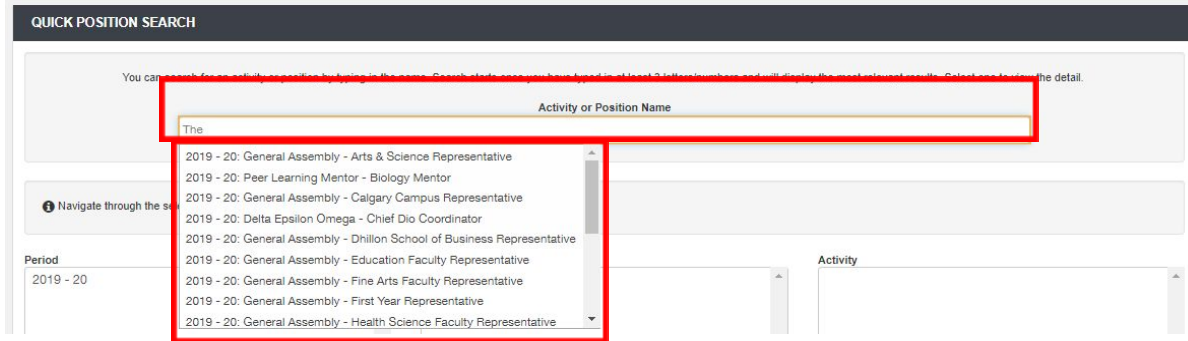This section outlines the process for requesting that a position be added to your record.

Please note that all position requests are subject to validation/verification before they are reflected on a student's experiential record.

To search positions, navigate to the Positions module and click the blue "Add a Position to My Record" button.

You will be taken to the Quick Position Search Page.

From here, there are two ways to search for a position. You can either search by activity or position name or narrow your search to a particular activity.

    1) Search by activity or position name

- o Type the name of the position or activity into the text box.
- o When you see the name of the position you want added to your record, click it to be taken to the **Record Position Details** page (outlined below).
- o If your position does not appear in the search results, you may need to complete the Position Request form.

2) Narrow your search to a particular activity

- ● Select the appropriate Time Period, Category and Activity
- ● All visible positions for the activity you have selected with be listed
- ● For each position listed, you can either view the position details or add the position to your record

- o If you choose to add the position to your record, you will be taken to the **Record Position Details** page (outlined below)
- o If you choose **to View the Position Details**, you will be taken to a detailed **Position Overview**

- From here, you can click the blue "Add Position to My Co-Curricular Record" button.
- After clicking the blue "Add Position to My Co-Curricular Record" button, you will be taken to **the Record Position Details Page** (outlined below).

The Record Position Details Page

The Record Position Details page is split into two sections.

Changes to either section must be saved prior to making changes to the other section. Failure to save changes from one section can before moving to another section will result in lost work!

1) **Record Position Details:** This section includes a basic overview of the position details and provides a space for students to enter a personal reflection comment and select a number of competencies.

● After adding a reflection and competencies, press the blue "Update Record Position" button.

Please note that personal reflection and competencies can be edited prior to validation

2) **Total Hours Entry:** Hours can be associated with the activity (and reflected on the MET) by clicking the blue "Add Hours" button.

- Enter the date, number of hours and a brief note regarding the time spent on the activity and click "Save." In some cases, where a separate report of your hours is submitted to the position validator, you may simply need to add the total hours to the time entry.

Changes to either section must be saved prior to making changes to the other section. Failure to save changes from one section can before moving to another section will result in lost work!

Once you have added your reflection and your hours, your request will be reviewed by a validator.

If the position is approved, it will appear on your MET.

Questions
If you have questions or concerns about the MET, please contact Kyra Gillert at k.gillert@uleth.ca