# **Positions User Guide (Students)**

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## 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**

Co-Curricular Module: Student Home				
Print My Co-Curricular Record Add a Position to my CCR				
Home My Record				
My Record	Recently Added Positions			
My Positions at a Glance	President ☆			
Approved Positions: 1	1 The Executive Council will have full authority to deal with all matters which are of an executive character.			
Pending Positions: 0	2 The Executive Council must report all decisions publicly by way of providing minutes in a medium which is accessible to all members.			
Declined Positions: 0	3 A decision of the Executive Council may be overruled by a two-thirds (2/3) majority vote taken by the General Assembly.			

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.

University of Lethbridge	
Home Applied Studies Applied Studies Job Board Co-op Career Services Events & Workshops MyExperiences Experience Tracking	Position Request         Use this form to request a new position be added to the Position Record. Positions might include leadership roles (e.g. ULSU and GSA executive & council roles), or peer mentor opportunities managed within Student Affairs and/or the Academic Units. Other positions may be considered but must meet eligibility criteria. These experiences must be validated before being included on a students' Experiential Record.         This form is only for requesting that a <i>new</i> position be available for students to add to their records. This form is not for students to add activities to their individual position record. This form is not for students to add activities to their individual position records. This must be done through the Position Record Tab. To add a position to your record that is already in the system, go to:         Positions > Actions you can take > Add a position to my record         Once you have completed this form in its entirety, click the send request button at the bottom of the page to submit your request.
Positions Position Request Form Study Skills Appointments	Add New Position to New or Existing Activity Click the Send Request button to submit your request. Your request will be forwarded to an Administrator for review. If your request is approved, it will be displayed as an option for students to add to their records.

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

Grouping	Activity	Position	Competencies	Validator	Requestor
Select a time period					
Spring 2020	•				
Select a category					
-Select-	¥				
Next					
<u> </u>					

#### 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 Re	quest Position Module	
is not for students to add	ew 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 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 se n of the page to submit your request.	
SELECT AN ACTIVIT	Y I	
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

ACTIVITY DETAILS	
* Description	Image: Second system     Image: Second system       Image: Second system     Ima
Logo	Upload New File
* Timeframe	<ul> <li>DESELECT ALL Filter</li> <li>Fall</li> <li>Spring</li> <li>Summer</li> </ul>
* Total Number of Hours	Variable •
* Location	On Campus 🔻

#### 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 <u>here</u>

**Contact Email**: Provide a link for information requests.

WHERE TO DIRECT REQUESTS FOR INFORMATION			
Website		0	
Contact email		0	

#### 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

POSITION DETAILS	
* Position Title	President
Avg. Weekly Time Commitment	10 v hours per Week v
* Include in Volunteer Directory	No
* Description	I expect this to show up in both the experiential   catalogue listing for the Greatest Activity and the   experiential record of student's who have held   this position.
* Include Contact Information	Yes •
* Start/End Date	05/15/2019 09:11 AM
Track Time (# of hours required in order to add to record)	30 <b>v</b>

#### 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**: <u>This is the only required field.</u> 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 Academic 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:

* Name	Position Contact Information Name
Email	Position Contact Information Email
Phone	Position Contact Information Phone
Website	Position Contact Information Websi
Counts for Academic credit on Transcript	No
Description of Position	Restance   BI   E   E   E   B   B   I   E   E   E   B   I </td
How do students sign up for this activity program?	Restart     BI     Image: Imag

#### 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.

SET	
	Please relate your answer to the SET Eligibility Criteria. Please go to https://blogs.ulethbridge.ca/set/ for more information.
$^{\ast}$ Why should this position be included on the SET? $\ensuremath{\mathcal{Q}}$	$ \begin{array}{c c} & & & & \\ \hline \square & & & \\ \hline \square $
	A

## 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.

ANTICIPATED COMPETENCIES			
Metacognitive Development	SELECT ALL	Filter	
Interpersonal Development	Research		•
Personal Development	<ul> <li>Assess, Weigh an</li> <li>Effective reasoning</li> </ul>		
Humanitarian and Civic Engagement	Problem-solving		
Cognitive Development	Thinking outside the	ie box	
	4		۰. ۲

### 7. Validator Information

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

First Name		
Last Name		
Position		
Email		
Phone		
VALIDATOR INFORMATION		

First Name	
Last Name	
Position	
Email	
Phone	
-	
Send Request	
Click the Send Request but their Co-Curricular Records	ton to submit your request. Your request will be forwarded to a Co-Curricular Administrator for review. If your request is approved it will be displayed as an option for students to add to

### 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

1 Information of submitter of Activity Submission Form.					

## Adding a Position to My Record (Student)

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

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

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

Applied Studies Job Board			
Со-ор	Actions you can take 🔻		
*	Add a position to My Record		
Career Services	My Shortlist	President	R
Events and Workshops	r cor counting montor	The Greatest Activity	G
Get Experience	Approved   Aug 21, 2019	Pending	Ap
Activities	You will be Peer Learning Mentor 1. You might	I expect this to show up in both the experiential	1.
Positions	have a special skillset based on your program area and interests. Students may book study skill appointments specifically with you, based on your skillset	catalogue listing for the Greatest Activity and the experiential records of students who have held this position.	Fa As Re

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

QUICK POSITION SEAF	сн	
You can	Activity	or Position Name
	The	
	2019 - 20: General Assembly - Arts & Science Representative 2019 - 20: Peer Learning Mentor - Biology Mentor	A
A Navigate through the set	2019 - 20. Peer Learning Wentor - Biology Wentor 2019 - 20: General Assembly - Calgary Campus Representative 2019 - 20: Delta Epsilon Omega - Chief Dio Coordinator	
1002207 80	2019 - 20: General Assembly - Dhillon School of Business Representative 2019 - 20: General Assembly - Education Faculty Representative	Activity
2019 - 20	2019 - 20: General Assembly - Fine Arts Faculty Representative 2019 - 20: General Assembly - First Year Representative 2019 - 20: General Assembly - Health Science Faculty Representative	•

- Type the name of the position or activity into the text box.
- 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).
- 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

Position       Position Status       Student Visibility         Arts & Science Representative       Approved       Active         Education Faculty Representative       Approved       Active         Dhilton School of Business Representative       Approved       Active         Dhilton School of Business Representative       Approved       Active         Residence Representative       Approved       Active         Residence Representative       Approved       Active         International Student Representative       Approved       Active         International Student Representative       Approved       Active       View Position         Indigenous Student Representative       Approved       Active       View Position       Add to record         Calgary Campus Representative       Approved       Active       View Position       Add to record         First Year Representative       Approved       Active       View Position       Add to record         Priored       Active       View Position       Add to record       View Position       Add to record         Indigenous Student Representative       Approved       Active       View Position       Add to record         E approperiate Time Period, Category and Activiety       Active       View Position	Golden Eye Club	2019 - 20		Enrolment Services Import Category The Greatest Catego University of Lethbri		*	Cheese Club Delta Epsilon ( Executive Cou General Asser	incil		
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Education Faculty Representative       Approved       Active       Vew Position       Add to record         Fine Arts Faculty Representative       Approved       Active       Vew Position       Add to record         Dhillon School of Business Representative       Approved       Active       Vew Position       Add to record         Health Science Faculty Representative       Approved       Active       Vew Position       Add to record         Residence Representative       Approved       Active       Vew Position       Add to record         International Student Representative       Approved       Active       Vew Position       Add to record         Indigenous Student Representative       Approved       Active       Vew Position       Add to record         Calgary Campus Representative       Approved       Active       Vew Position       Add to record         First Year Representative       Approved       Active       Vew Position       Add to record         e appropriate Time Period, Category and Activity       Vew Position       Add to record       Vew Position       Add to record	Internal Assembly       Education Faculty Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Fire Arts Faculty Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Dhillon School of Business Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Health Science Faculty Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Health Science Faculty Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Health Science Faculty Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Indigenous Student Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Indigenous Student Representative       Approved       Active       Wew Pvaller       Add to record         119-20       General Assembly       Integresentative       Approved       Active       Wew Pvaller       Add to record         119-20       <	eriod	Activity	Position	Position Status	Student V	isibility			
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		•	For each po	osition listed, you can either	view the positic	on detai	ils or add	the position	i to your	
	<ul> <li>If you choose to View the Position Details, you will be taken to a detailed Position</li> </ul>	•	For each por record o If y	ou choose to add the position	on to your recor					
osition Details page (outlined below)		•	For each por record o If y Pos	ou choose to add the position <b>Details</b> page (outlined	on to your record	d, you v	will be tal	ken to the <b>R</b> o	ecord	

contern everytewn in	e Greatest Activity - President	Back to Add Position to My Record     Back to My Co-Curricular Re
Position Info		Add Position To My Co-Curricular Record
Time Period :	2019 - 20	
Category :	The Greatest Category	
Activity :	The Greatest Activity	
Position :	President	
Position Details		
*Position Title	President	
Average Time Commitment	10 hours per Week	
*Include in Volunteer Directory	No	
*Description	I expect this to show up in <i>both</i> the experiential catalogue listing for the Greatest Activity and the experiential records of students who have held this position.	
*Include Contact Information	Yes	
*Start/End Date	May 15, 2019 09:11 AM to Jul 25, 2019 02:20 PM	
Track Time (# of hours required in order to add to record)	30	
Position Contact Information		
*Name	Position Contact Information Name	
Email	Position Contact Information Email	
Phone	Position Contact Information Phone	
Website	Position Contact Information Website	
Counts for Academic credit on Transcript	No	

- 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

Update Record Position Remove P	Position from Student Record
RECORD POSITION DETAILS	
Record Position Status:	Pending
Time Period:	2019 - 20
Category:	University of Lethbridge Student's Union
Activity:	General Assembly
Position:	Residence Representative
You have selected 0 of the required	0 to 6 competencies
Metacognitive Development	SELECT ALL Filter
Interpersonal Development	Identifying and Dealing with Barriers to Success
Personal Development	<ul> <li>Patience and Persistence with Large Tasks</li> <li>Active Observation</li> </ul>

- 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.

TOTAL HOURS ENTRY	
This position requires you to track 0 hour(s)	of involvement before adding it to your record.
	Add Hours Current total: 0 hours
Update Record Position Remove Position fro	m Student Record

Time Spent on	Residence Represer	ntative	< Overview	< Back to Positio
Date		<b>#</b>		
Hour(s) spent	1			
Notes				
Save				

# 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 <u>k.gillert@uleth.ca</u>