

Eligibility criteria for Club or GLO inclusion on MyExperience Transcript (MET)

In addition to the general MET Eligibility Criteria, all student clubs and Greek Life Organizations (GLOs) that function within the University of Lethbridge Student's Union (ULSU) must meet the following criteria for eligibility on the MET.

For an existing (re-ratified) club or GLO to be eligible for inclusion on the MET, the club or GLO must:

- 1) Be a ratified club by October 31st of the current academic year.
 - October 31 is post-rush week
 - Beyond merely being ratified, clubs and GLOs are expected to be fully operational by October 31.

- 2) Be in good standing with the ULSU and University of Lethbridge
 - "Good standing" is defined in terms of the club handbook/current ULSU standards and procedures and includes things like:
 - Attend club training
 - Attend club council
 - No Hazing/disorderly conduct
 - Responsible conduct

For a new club or GLO¹ to be eligible for inclusion on MET, the club or GLO must:

- 1) Be a ratified club by January 31st, of the current academic year.
 - New clubs often use the fall semester as an initial set-up semester, so they will be allotted extra time to become fully operational.

- 2) Be in good standing with the ULSU and the University of Lethbridge.
 - "Good standing" is defined in terms of the club handbook/current ULSU standards and procedures and includes things like:
 - Attend club training
 - Attend club council
 - No Hazing/disorderly conduct
 - Responsible conduct

Eligible Positions/Activities

All registered members of the ULSU are eligible. Provided they are a member of a club or GLO.

Approval of club or GLO positions and activities is decided by the MET Steering Committee according to the following criteria.

- 1) Is able to demonstrate how the position meets the general eligibility criteria for inclusion on the MET as defined by the MET Steering Committee

AND

¹ In keeping with ULSU standards, a club or GLO may be inactive for 2 years, 11 months and still apply for re-ratification as an existing club. Clubs or GLOs that are inactive for MORE than 3 years must re-apply as new clubs

- 2) Either
- a. Holds an executive position
 - i. Eligibility requires that executives keep their profile on the ULSU web page up to date
 - 1. <http://clubs.ulsu.ca/fraternity--sorority-list>
 - 2. <http://clubs.ulsu.ca/clubs-list>

OR

- b. Shows exemplary efforts pertaining to eligible experiences
 - i. Non-executive members must have their experience validated by both their respective club or GLO and approval from the ULSU VPSA
 - 1. For example, "Head shave chairs"
 - 2. Recruitment, promotion, advocates, positive public figures, etc.
 - ii. Non-executive member activities must be directly affiliated with the club or GLO.
 - 1. Must be in good standing with the club or GLO
 - a. Paid dues,
 - b. on a roster
- 3) Each executive member must be active in their position for a minimum of 8 weeks during the Fall and/or Spring semesters (September 1st until April 30th)
- a. Example: An executive member must resign her duties due to a medical emergency on October 1 but is able to return December 15. Both people acting in the executive role in question would be eligible for inclusion on the MET.
- 4) In general, a position should include a minimum of 10 hours of related work, but positions with less hours may be eligible for inclusion, provided they meet all other eligibilities.
- 5) A position or associated hours will not be recorded elsewhere for inclusion on the MET. Activities, Hours, Positions, etc. will be recorded within the MET system and will not be counted elsewhere for inclusion on the MET, such as within the [uVolunteer](#) system.
- a. Example: An executive member organizes a club event that involves going to the Soup Kitchen to volunteer.
 - i. The hours contributed to planning and organizing the event would count towards club position hours
 - ii. The hours spent *at the Soup Kitchen as a volunteer* would count towards community service hours and are recorded via the uVolunteer system so that the volunteer organization can validate them. They would still be eligible for inclusion on the student's MET.

Validation

Validation for clubs and GLOs is the responsibility of the University of Lethbridge Student's Union Vice-President of Student Affairs (VPSA).

- VPSA has access to ratification forms
- VPSA is able to confirm executive members on an individual basis
- All non-executive student requests MUST include a "position contact." The position contact must be both
 - a) an executive member of the club in question

AND

- capable of confirming the activity to VPSA

Validation Process

"Eligible experiences will be managed electronically, with records available in digital format to be incorporated into the system"

- This is the Position request form with the MET platform
- Position requests will be approved for the current term only

"Eligible experiences will provide the opportunity to develop one or more competencies from the MET Competency list."

- This will be included in the request form.

"Approval (i.e. validation by the VPSA) of hours for each individual position will occur at the end of each academic term, and any reports for hours will be submitted prior to"

- For Fall: January 15th
- For Spring: May 15th
- For Summer: September 15th

"Monthly reports, along with time tracking in the positions module, will be submitted for each individual position to the VPSA and to the Position Contact in the GLO or club"

- This is to ensure students are tracking their hours consistently and so that the VPSA can confirm the hours with the Position Contact

Overview of ULSU Clubs and Greek Life Organizations Description for MET

Descriptions of ULSU Activities – This is the Club or GLO description

NOTE: In order to streamline position requests, the Activity Description will be pre-populated for ratified Clubs or GLOs, taken from the [Clubs and Greek Life List](#). Any additions or changes to the description, such as including more specific content suggestions from the next two paragraphs, can be made by sending them to my.experience@uleth.ca

The Activity description will allow students to get a general sense of the club or GLO and what it's all about. This will be a place to describe some of the ideas behind the club or GLO and the associated activities. These descriptions should be considered not only as a form of advertisement for the club or GLO – so they should appeal to students – but also a place to express the personal and professional value of the club or GLO.

- 100-200 words

Three key points:

- Description of the Club/GLO's purpose/central idea ("Who we are")
- Description of the kinds of things that are done in the club ("What we do")
- Description of the merit of the group ("Why you should join")

Descriptions of ULSU Positions

The Position descriptions will be reflected in the Experiential Overview that the system provides. This is similar to a job posting/description. Position descriptions will list the kinds of things that the person in the role will be doing, how this role fits into the greater club or GLO mandate and how this position serves the student by helping with skill development (i.e., fits into the broader vision of the MET project)

- 100-200 words

Three key points:

- What the position is/does, including how the role fits into the club or GLO
- How the position benefits the student (i.e., how the role relates to the broader MET vision)
- How the position benefits the club/institution/community.

NOTE: The position description does not need to include a listing of the relevant competencies from the MET framework. A separate part of the Position Request form involves selecting a list of anticipated competencies from the MET Framework. These anticipated competencies are included in the experiential catalogue listing for the position.