

## COMMUNITY ENGAGEMENT EXPERIENCE (CEE) REPORT GUIDELINES

*Think Globally, Act Locally!*

Name \_\_\_\_\_

College / University \_\_\_\_\_

CEE Title \_\_\_\_\_

The Community Engagement Experience (CEE) Report consists of short answer questions. Questions 1-6 should be answered in 350-400 words. Your answers must be proofread and submitted via email to the Program Coordinator and your Campus Coordinator. You must complete your CEE within one year of returning from your international experience.<sup>1</sup>

1. Explain how your CEE constitutes an example of “thinking globally & acting locally.” How was your own international experience reflected in the CEE?

2. Discuss how your CEE enhanced your leadership skills.

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<sup>1</sup> If you do not complete the CEE Report and turn it into your Campus Coordinator by the deadline, you will not receive your final \$1,000 and you will not be considered a graduate of the Vira I. Heinz Program for Women in Global Leadership.

3. Who were the members of your CEE 'team'? What role did each of you play?

4. How did your CEE impact the community in which it took place?

5. On a personal level, what were the challenges and benefits of the CEE?

6. Give one example of how you took initiative during the planning processes for your CEE and one example of how you effectively communicated with someone other than a team member during your CEE. Why are effective communication and taking the initiative such important leadership skills? How will you work to improve your skills in these two areas in the future?

7. Summarize your CEE in one paragraph (12-14 sentences). This paragraph will be turned into the Heinz Endowments and may be posted on the website.

8. What additional non-monetary support could have furthered your CEE?

9. Approximately how many times did you meet with your campus coordinator in preparation for your CEE?

10. It is highly recommended that you take the initiative to set-up a meeting with your Campus Coordinator to go over your CEE Report, your CEE and your participation in the VIH Program. Soliciting feedback is a key leadership skill, and this is a wonderful opportunity for you to receive constructive, longitudinal feedback.

| Please indicate the extent to which agree with each of the following statements ( <i>circle one response</i> ):                      | Strongly Agree                 | Agree                         | Agree a little                 | Disagree a little              | Disagree                      | Strongly disagree              |
|--|--------------------------------|-------------------------------|--------------------------------|--------------------------------|-------------------------------|--------------------------------|
| 1. During the planning processes for my CEE, I was an extremely effective communicator with my team.                                 | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 2. During the planning processes for my CEE, I was an extremely effective communicator with my campus coordinator.                   | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 3. During the planning processes for my CEE, I had timely follow-up with emails, messages and phone calls.                           | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 4. During the planning processes for my CEE, I respected external deadlines.   | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 5. I believe that I was respectful during my interactions with the VIH Program Director (Ms. Larson), and my campus coordinator.     | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 6. During the planning processes for my CEE, I remained open to and followed feedback from my teammates and campus coordinator.      | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 7. During the planning processes for my CEE, I was able to balance being an effective leader and an effective follower.              | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 8. During the planning processes for my CEE, I was accountable for my actions to different people and groups with whom I interfaced. | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 9. During the planning processes for my CEE, I maintained a high level of integrity in all of my actions.                            | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 10. During the planning processes for my CEE, I took the time to give my teammates thoughtful feedback.                              | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 11. During the planning processes for my CEE, I operated as part of a team and not in a vacuum.                                      | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 12. During the planning processes of my CEE, my actions contributed to the my CEE.   | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |
| 13. I am proud of my actions and behaviors on my CEE team.   | SA<br><input type="checkbox"/> | A<br><input type="checkbox"/> | AL<br><input type="checkbox"/> | DL<br><input type="checkbox"/> | D<br><input type="checkbox"/> | SD<br><input type="checkbox"/> |