



CLL Student Professional Development Series Certificate Consultation Form

Congratulations!

You are taking an important step in your professional development journey! We are excited that you have chosen to take your learning and training to the next level by committing to an optional certificate program!

Certificate Programs

The Center for Leadership Learning (CLL) is dedicated to helping all undergraduate students from all majors, class levels, and degrees of experience foster their leadership capacity and strengthen their professional acumen. Enrollment in the following certificate program is accepted throughout the academic year:

Student Professional Development Program (SPDP)

SPDP builds competencies valued by employers through interactive workshops and a quarter-long professional development experience.

Students who successfully complete all program requirements, *by the time of graduation*, will receive a certificate of completion that is signed by the Chancellor, Vice Provost - Undergraduate Education, and Vice Chancellor - Student Affairs.

Program Enrollment

To officially enroll in the Student Professional Development Program (SPDP) certificate program, please schedule a Certificate Consultation appointment by sending an email to cll@ucdavis.edu with your preferred meeting time during our office hours of Monday – Thursday from 1:00pm – 5:00pm. *Certificate Consultation appointments outside of our regularly scheduled office hours are subject to staff availability.* All Certificate Consultation appointments will occur in the CLL Program Office – 1350 Surge III.

Once you have scheduled a Certificate Consultation appointment, please bring a *completed* copy of this form (pages 2, 3, & 4) with you. You must have this form completed in order to continue with the consultation. CLL staff will review your information and officially enroll you in the SPDP certificate program. Staff will provide an explanation of the CLL's approach to professional development, certificate requirements, and program policies. They will also engage in a leadership conversation with you, going over your thoughts on professionalism and what you want out of our certificate program.

Questions? Contact us!

To reach CLL Staff, email us at cll@ucdavis.edu or call (530) 752-6908. Our Program Office is open from 1:00pm – 5:00pm, Monday – Thursday and is located in 1350 Surge III. Feel free to let us know how we can help you being your quest of a CLL certificate!



CLL Certificate Consultation Form

(Please complete this form and bring it with you to your scheduled consultation appointment)

General Information

Name: _____ Date: _____
Last First Middle

Student ID Number: _____ UC Davis Email: _____@ucdavis.edu

Address: _____ City/St: _____ Zip: _____

Phone Number: (____)_____ Class Standing: 1 2 3 4 5+

Major: _____ Minor: _____

Admission Status (*circle all that apply*): In-state Out-of-state Transfer International

Are you already registered for the CLL Listserv? Yes No

How did you hear about this program? (*circle all that apply*)

- | | | |
|---------------------|-----------------|---------------------|
| Flyer | Listserv Notice | From a Friend |
| Resource Fair Table | Website | Dept. Advisor Email |
| UCD Tour | Campus Program | Student Housing |

If other, please specify: _____

6. When you have responsibility for something in the workplace, what does that mean to you?

7. What makes a successful team?

8. How is professionalism related to leadership?

9. What values are necessary to be successful in the workplace?

10. What are you hoping to get out of the certificate program?

I hereby certify that the above information is true. I understand that by submitting this form, my contact information will be entered in the CLL database for tracking my certificate progress. In addition, I have read the SPDP certificate requirements and understand what is expected of me to earn full credit toward my certificate.

Signature: _____ **Date:** _____

Staff Use Only

CLL Advisor: _____

Database Entry Date: _____

Student File: _____