

THE CO-CURRICULAR RECORD

A Brief Overview for Staff/Faculty

WHAT IS THE CO-CURRICULAR RECORD?

The Co-Curricular Record (CCR) is a program designed to help students find skill development experiences at Humber College and Guelph-Humber and to have them recognized on an official document.

A Co-Curricular Record is a formal document that showcases skill development that has taken place outside of the classroom. It's a great way to highlight students' on-campus involvement and the transferable skills for employment they have acquired along the way. A CCR can be used when applying for jobs, in interviews, or added to a student's LinkedIn profile.

CRITERIA FOR EXPERIENCES

All experiences must meet the following criteria in order to be eligible for CCR Certification:

1. Must be co-curricular in nature: not part of the academic curriculum, tied to grades, or awards.
2. Must provide valuable competency development per the CCR Competencies Framework.
3. Have an approved affiliation with Humber or Guelph-Humber per validator's departmental protocol.
4. Can be accurately validated by a staff/faculty member.
5. All activities must adhere to the Code of Student Conduct.

EXPERIENCES MAY INCLUDE:

- Volunteer Experiences
- Service Learning
- Research Assistants
- Committee Roles
- Varsity Athletics and Extramurals
- Conference attendees, organizers or speakers
- Training and Workshops
- Paid Experiences

CCR APPLICATION CHECKLIST

- Does the experience meet the experience criteria?
- Does the experience provide access to at least one transferable skill for employment per the CCR Competencies Framework?
- Is a staff/faculty member willing to act as a validator for the experience?
- Will it be possible to accurately track student participation in the experience?

CCR CERTIFIED EXPERIENCES

Approved CCR experiences become 'CCR Certified' and will be marked with this badge. Staff/faculty are encouraged to use this badge in their marketing of experiences so students can easily recognize which experiences can be added to their record.



Ready to apply?

Visit ccr.uofgh-humber.ca, log in with your Banner credentials and select the "Add New Experiences" button to get CCR Certified.

VALIDATION OF EXPERIENCES

Each student's experience must be validated by a staff or faculty member before it is added to that student's CCR. Staff and faculty members must ensure they are tracking the participation of each student enrolled in their experiences. Experiences are validated after a student has completed the minimum level of participation to ensure skill/competency exposure has occurred. This level will be set by the validator upon application to the CCR (ie: attendance to 3 out of 5 workshops).

Every experience will have one or more validators who can approve a student's participation; validators are not responsible for validating each student's selected competencies and skills as the application already indicates which competencies and skills a student has access to.

Validator training will be provided to ensure a working knowledge of system functionality and requirements (we promise, it's very easy!).

THE ROLE OF THE VALIDATOR



Paul G. Raymond
 Student Number: 598-856-542
 Authenticity Code: C354686

Official Co-Curricular Record

The Co-Curricular Record (CCR) is an official record of a student's involvement in out-of-classroom experiences at Humber College and the University of Guelph-Humber that develop competencies and transferable skills. All participation in experiences on the CCR has been validated by Humber College and/or the University of Guelph-Humber.

Professional & Skill Development

Year	Activity	Purpose and Description	Competencies	Transferable Skills for Employment
2017 - 2018	START Leader	START leaders represent the university as a student ambassador at events, through calling campaigns and leading campus tours. They act as a resource to prospective students and first year students in areas of student services and campus life.	Resourcefulness Communication Relationship Management Responsibility Leadership	Initiative/Self-Direction Presenting Teambuilding Ethics & Integrity Role Modeling

Student Organizations and Activities

Year	Activity	Purpose and Description	Competencies	Transferable Skills for Employment
2017 - 2018	President GHAMA	The president assumes responsibility for the society, ensuring it is operating efficiently and effectively. They serve as the main contact between the society and staff advisors, and works closely with the executive team.	Leadership Professionalism Responsibility	Team Coordination Positive Attitude & Behaviours Accountability

In witness thereof this signature confirms the authenticity of this record: June 1, 2018

J Hunter
Jason Hunter
 Vice-President, Student & Community Engagement
 Humber College Institute of Technology & Advanced Learning

Dr. John Walsh
John Walsh
 Vice-Provost
 University of Guelph-Humber

**Got questions?
 We've got answers!
 Contact us at ccr@humber.ca**