How To: Certificate in Leadership Development Bruin Link Documentation

Step 1: Log Into **Bruin Link** <u>HERE</u> (use your Belmont username and password. You can also log in through your mybelmont >> Bruin Link is one of the options on the left-hand menu.



Step 2: Go to your Initial in the upper right-hand corner.

Step 3: Click on Paths



Step 4: Click on the **"BOLD Levels of Engagement**" **!!t may automatically pull up **

My Path	ns	
Progress for	BOLD Levels of Engagement 🗘 🖍 This is your default Path	
Overall Prog	ress	📑 PRINT VIEW
BELONGING - A	57%	
BELONGING - A:	57%	1009

Step 5: If you attended any BOLD Event - Bold Moves, Bruin Lead 1 or 2, or Pulse, etc and should have received full credit, it should automatically appear a few days after the event.

** If it does not email <u>bold@belmont.edu</u>

Campus-Wide Leadership Development Experience

Step 6: Fill out your **Campus-Wide Leadership Development Experiences**. You will need 12 of them in order to complete the first level of engagement, The Belonging Aspiring Level. Follow the instructions below and repeat for each level of engagement.

Step 6A: Select The Level of Engagement (Belonging will be used as an exar	nple)
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EXPAND ALL 👻
Completed 4 of 4
Completed 3 of 5
Completed 1 of 3
Completed 0 of 2
EXPAND ALL 👻

Step 6B: Scroll down to the **BELONGING: Campus-Wide Leadership Development** section. Select one of the 12 Campus-Wide Leadership Development Experiences

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	In order to complete	this Group, you must complete at least 1 o	of the following Items:				
	O BELONGI	NG: BOLD Moves Leadership	Challenge - BMLC (6 Credits) OR				
9	BELONGI	NG PULSE - Student Leadersh	hip Development Retreat (6 Credits)				
	BOLD Bruin Lo	ead Option #1 or #2 (12 Credi	its)				
	BELONGING -	Campus Wide Leadership Ex	periences (12 Required)	•			
	In order to complete	this Group, you must complete all of the fo	bllowing Items:				
	BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #1				
4		NG - Campus-Wide Leadershi	ip Development Experience #2				
	O BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #3				
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28	BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #7				
	BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #8				
	O BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #9				
	BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #10				
	BELONGI	NG - Campus-Wide Leadershi	ip Development Experience #11				
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Step 6C: Look at the Fulfillment Options to the right for possible convocations, events, and classes that you may have attended. You can also find opportunities through the link (show with an arrow). YOU CAN REPORT AN EXPERIENCE THAT IS NOT LISTED >> it just needs to relate to the competencies found in the questions and instructions when you self report (see below steps 6D-E).

** Count collegiate level experiences only**

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RELONGING Aspiring Londors: RELONCING	Compute Wide Leadership Development Experience #1
BELONGING - Aspiring Leavers: BELONGING	5 - Campus-wide Leadership Development Experience #1
BACK TO PATH PROGRESS	
Campus-Wide Leadership Development Experiences	Additional Information
Choose BOLD: Campus-Wide Experience Self Report when reporting the exp	erience below.
Click here for a list of upcoming leadership and leadership development events	If you need assistance completion your occurricular transcript, email us or call (615)460-4647 to set up an appointment with a Belmont Office of Leadership Development Team Advisor.
Fulfillment Status	Fulfillment Options
This item will be considered complete only when any criteria are met OR an Exp been completed	Enter Search Term SEARCH
REPORT EXPERIENCE +	MONTH PAST
Attended What's BOLD? on 9/21/2018	There are no events in the next week that fulfill this item.
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Step 6D: Select "Report Experience" then select "BOLD Campus-Wide Self Report"



Step 6E: Report your experience. Carefully read the instructions and fill in the information. Make sure that your experience relates to one of the competencies found at the top in the description.

** You do not have to write a reflection for campus-wide leadership development experiences at this time **

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Service or Service- Learning with Reflection Experience

Step 7: Service or Service-Learning with Reflection Experience

** You will report 10 DIFFERENT experiences with 10 DIFFERENT reflections.
 ** EACH EXPERIENCE MUST BE A MINIMUM OF 1 HOUR. If more than one hour, you can write a different reflection and submit it as a different credit experience.

** If you go on a mission trip or service-trip you can report it as more than one experience but you will need to write different reflections and talk about the different experiences that you had. Each experience must be different.

For example: Mission trip to Guatemala

- experience #1: I worked in a school teaching children...relates to this competency..
- Experience #2: on the same trip we built houses for people...relates to this competency by....

Step 7A: Scroll down to: "**BELONGING: Service or Service-Learning with Reflection Experience.**" Select the **Service or Service-learning experience** (1-10) you want to report.

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Step 7B: Select "Click here for upcoming service or service-learning.." to see opportunities.

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	BELONGING -	Aspiring Leaders: BELC	NGING: Service or Service-Le	earning Experience #1		
	SACK TO PATH PROGR	ESS				
	Service or service-learning	g leadership development experience relat	ted to ethics and resilience.	Additional Information		
	Click here for upcoming s	ervice or service-learning opportunities th	rough Get Connected.	Contact: Belmont Office of Lea	dership Development	
				If you need assistance complet transcript, email us or call (615 appointment with a Belmont O Development Team Advisor.	ng your co-curricular 1460-6407 to set up an ffice of Leadership	
11	Fulfillment Status					
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Step 7C: Select "**Report Experience**." Then select " **BOLD: Service or Service-Learning with Reflection Experience**"



Step 7E: Fill in your reflection and hit submit.

** Your service or service learning experience will have to be approved then you will receive credit. You should receive an email saying it is approved or denied **

Let us know if you have any questions!!

bold@belmont.edu

Or stop by our office in the Beaman Dean's Suite.