***Wisconsin Youth Leadership***

***Certificate Assessment***

The *Wisconsin Youth Leadership Certificate* recognizes a student’s mastery and exhibition of leadership skills valued by employers, communities, and organizations.

***Directions for Evaluator***

Thank you for your help in mentoring a student leader. Please use this student portfolio checklist to rate the student leader based on the ***3-2-1 scale***. Select the appropriate ***leadership experience environment code or codes*** to show where the student has demonstrated the skills or attitudes. Be sure to give **specific examples** of how the student has demonstrated the competency and provide as much feedback as possible to the student under ***comments***. Periodically, review these competencies with the student leader throughout the year. If you cannot assess the student on some of the items due to lack of access to practice or opportunity to observe the skills, please rank the student at a 1 level and provide ways for the student to gain this experience in the ***goal*** section after the category.

|  |  |  |
| --- | --- | --- |
|  | STUDENT information |  |
| Student/Employee Name      | Supervising Teacher      | Supervising Teacher’s Email      |
| Student Grade      | Student Address: (Street, City, State, and Zip)      |
| Student Email      | Student Telephone *Area/No.*      | [ ]  Leadership Development Plan Complete  |
| School District      | School Name and Address: (Street, City, State, and Zip)      |
|  | MENTOR/LOCATION information |  |
| Workplace or Community Mentor      | Mentor’s E-Mail Address      | Mentor’s Phone      |
| Student’s Position      | Start Date      |
| Leadership Learning Site *(Employer or Organization Name, street address, city, state, zip code)*      |
| Primary Responsibilities:       |

***School:*** Please review this ***Certificate Assessment*** (student portfolio checklist) with the participating student and ensure that s/he understands the items to be assessed. Between the employer, community based partner, or the school, all items must be rated.

***Rating Scale: Leadership Experience Environment Code:***

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| **3** | ***Exceeds Expectations:*** Exceeds basic criteria; requires minimal *assistance* and supervision; consistently displays *skills and behaviors indicated* |  **SB** School Based (Supervising Teacher)  **WB** Work Based (Workplace Mentor) **CB** Community Basedor Service Agency Based |
| **2** | ***Meets Expectations:***  Meets basic criteria; requires some assistance and supervision; often displays skills and behaviors indicated |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays skills and behaviors indicated |
| **Leadership Skills and Attitudes** | **Rating****Environment** |
| ***Leadership Habits and Attitudes*** |
| 1. **Communicates effectively with others**

*Examples of qualities and habits that the student might exhibit include . . .** Demonstrates effective listening skills such as “active” listening
* Asks appropriate questions for clarity
* Articulates thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of contexts
* Organizes messages/information in a logical and helpful manner
* Adjusts the communication approach for the target audience, purpose, and situation to maximize impact
* Uses respectful communication techniques
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Collaborates productively with others**

*Examples of qualities and habits that the student might exhibit include . . .** Works effectively in teams with people of diverse backgrounds and abilities
* Respects the opinions of others
* Shares responsibility for collaborative work
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Demonstrates creativity**

*Examples of qualities and habits that the student might exhibit include . . .** Generates ideas using techniques like “brainstorming”
* Encourages development of new ideas
* Helps develop innovative solutions to problems
* Demonstrates originality and inventiveness in his/her work
* Thinks “outside the box”
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Uses critical thinking/problem solving skills**

*Examples of qualities and habits that the student might exhibit include . . .** Analyzes and evaluates different points of view and/or different components of a problem
* Synthesizes information and arguments and makes connections between the two
* Interprets information and draws conclusions/makes decisions based on the best analysis
* Utilizes “big picture” thinking techniques
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Demonstrates effective team-building skills**

*Examples of qualities and habits that the student might exhibit include . . .** Inspires, engages, and motivates others to be part of a team
* Communicates a clear vision and brings people together around a common mission
* Works effectively with multiple points of view
* Helps team members identify their strengths and utilize their skills
* Has concern for the task at hand and the people involved
* Is able to manage conflict among team members
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Facilitates productive group processes**

*Examples of qualities and habits that the student might exhibit include . . .** Leads discussions/processes
* Engages all members
* Understands and demonstrates use of appropriate facilitation skills
* Able to keep group on task
* Promotes the involvement of all individuals during group discussions
* Applies appropriate conflict resolution techniques when needed
* Creates a community of trust, giving space for different opinions and ideas
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Engages in strategic planning/management**

*Examples of qualities and habits that the student might exhibit include . . .** Collaboratively develops a vision and/or mission for the team
* Works with group/team to define realistic goals that are **S**pecific, **M**easurable, **A**chievable, **R**ewarding to group members, and **T**imely (i.e., SMART goals)
* Helps group develop plans and prioritize tasks needed to accomplish goals
* Tracks group progress and modifies plans if necessary
* Exhibits good organizational skills
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Delegates tasks as appropriate**

*Examples of qualities and habits that the student might exhibit include . . .** Encourages group members to be actively engaged in reaching goals
* Explains tasks and works with group members to match talents to tasks
* Provides group members with autonomy and support, as needed, to accomplish tasks
* Creates and utilizes a system of priorities for monitoring progress and accomplishing tasks
* Gives appropriate feedback (positive or constructive) to group members
* Expresses appreciation for contributions
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| 1. **Demonstrates cultural competence**

*Examples of qualities and habits that the student might exhibit include . . .** Understands own identity
* Seeks to understand and demonstrates respect for other cultures and ideals
* Interacts effectively with diverse populations
* Recognizes and values different perspectives
* Implements nondiscrimination in daily interactions and in working with teams
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| **10. Practices ethical behavior***Examples of qualities and habits that the student might exhibit include . . .** Identifies formal/informal codes of conduct of a particular group or community
* Is cognizant of one’s personal standards
* Models behaviors that demonstrate honesty, integrity, compassion, and loyalty
* Understands the importance of adherence to policies
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| **11. Exhibits accountability***Examples of qualities and habits that the student might exhibit include . . .** Models behaviors that demonstrate self-discipline, reliability, and dependability
* Follows through on commitments
* Takes responsibility for actions and understands consequences of actions
* Manages time effectively
* Completes tasks on time and meets established standards for quality work
* Admits mistakes and seeks to remedy them
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| **12. Demonstrates openness to learning/feedback***Examples of qualities and habits that the student might exhibit include . . .** Encourages/seeks feedback from others about ways to improve
* Receives feedback in a positive manner
* Uses feedback for improvement
* Engages in self-reflection to improve practice
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| **13. Shows initiative and self-direction***Examples of qualities and habits that the student might exhibit include . . .** Sets personal goals and priorities
* Identifies tasks and initiates a plan of action to complete tasks (or is able to delegate tasks when appropriate)
* Can work independently on a project/task
* Demonstrates self-motivation
* Conveys a sense of professionalism
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| **14. Actively seeks out and participates in opportunities to learn or be trained***Examples of this requirement may include. . .** Participation in required career-related training and/or educational programs
* Participation in training or orientation for specific tasks
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Examples:****Comments:****Goals:** |
| **Leadership Habits and Attitudes Total**Student/Employee must earn a total of at least 28 out of a possible 42 for certification.  |       |

***Wisconsin Youth Leadership***

***Certificate Assessment Summary***

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| Date of Evaluation      | Grading Period *(if applicable)*      |
| Student/Employee      | School      |
| Learning Site      | Position      |

|  |  |  |
| --- | --- | --- |
| **Date** | **Employer Observations and Recommendations** | **Employee Reflection**(accomplishments, potential obstacles, goals, strategies) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Final Evaluation |       |       |

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| --- |
| ***Evaluation Summative Chart*** |
| **Criteria** | **Points Necessary** | **Points Earned** |
| Leadership Habits and Attitudes | 28 |       |
| **Total Points** | 28 |       |
| **On-the-job hours completed** | **Hours Required** | **Hours Worked** |
| Total Hours Worked | 90 |       |

I/We, the undersigned, attest that the information in this document is correct and has been reviewed by all parties collaboratively.

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| --- | --- |
| Signature of Workplace or Community Mentor Signature      | Date      |
| Teacher Supervisor Signature      | Date      |
| Student/Employee Signature      | Date      |

 (*Typed name is accepted for signature on forms returned via e-mail or fax*)

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| **Please direct any questions concerning the State-Certified Cooperative Education Program to:** | Career and Technical Education TeamDepartment of Public InstructionP.O. Box 7841Madison, WI 53707-7841Fax: 608-267-9275Phone: 608-267-3161 |

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