

**University of Delaware
Student Centers
Student Development Transcript**

The Student Development Transcript is a pilot program designed to help you, the student, track all of the activities, positions, and experiences that you have participated in outside of the classroom. By completing the transcript, you will define the skills gained while participating in the various campus experiences. This process will help you determine your greater strengths, while also assisting you to identify and improve your lesser skills. Lastly, the Student Leadership Transcript will help you build personal contacts with professional staff from Student Affairs and campus-wide who can assist you in choosing areas of involvement which can meet your personal and career goals.

To begin your transcript, print out this Student Development Transcript packet. Then, go to the Registered Student Organization (RSO) Web page: <http://www.udel.edu/RSO/>, which will provide you with a listing of the groups recognized by the Activities & Programs Office. Place the full name of the RSO in which you participated in the transcript. List any positions you held while in the organization. If you were not an officer, please put “member.” Once you have completed that step, look at the “Action Word List” and the “Skills List” to reflect on the possible skills gained. Next, examine the “Questions for Defining Skills” list. Review all of the activities that you were involved and find the skills gained from those experiences.

If you would like to see an example of completed transcript, please look at our example at, <http://www.udel.edu/student-centers/AandP/leadership/index.html>.

If you would like the transcript sent to a business or college, please complete the on line form at the end of this packet and return it to the Activities & Programs Office (218 Trabant University Center, Newark, DE 19716).

If you have any questions, or you need assistance in completing your Student Development Transcript, please the Activities & Programs Office at 831-2428 to set up an appointment.

Action Word List

The action word list is provided to help you reflect upon the skills you may have gained by participating in co-curricular activities.

accelerated	converted	expedited	launched
accounted	conveyed	experienced	lead
achieved	coordinated	experimented	lectured
acted	corresponded	explained	led
active	counseled	facilitated	located
adapted	created	financed	maintained
adjusted	delegate	focused	managed
administered	dealt with	forecasted	mastered
advertised	demonstrate	formed	mediated
advised	develop	formulated	moderated
advocated	decided	found	molded
allocated	defined	founded	monitored
analyzed	delegated	generated	motivated
anticipated	demonstrated	governed	negotiated
approved	designed	graduated	observed
assessed	detected	grouped	operated
assigned	determined	guided	ordered
assisted	developed	handled	organized
attained	devised	headed	originated
attended	diagnosed	helped	overcame
briefed	directed	highlighted	oversaw
budgeted	discovered	imagined	participated
built	disseminated	implemented	perceived
calculated	distributed	improved	performed
catalogued	documented	incorporated	persuaded
chaired	doubled	increased	pinpointed
clarified	drafted	indexed	pioneered
coached	earned	influenced	planned
collected	edited	informed	predicted
communicated	effected	initiated	prepared
compared	eliminated	innovated	presented
compiled	encouraged	inspected	presided
completed	engineered	inspired	prioritized
composed	enlarged	installed	processed
computed	enlisted	instructed	produced
conceived	established	integrated	proficient
conceptualized	estimated	interpreted	programmed
conducted	evaluated	interviewed	promoted
constructed	examined	introduced	proposed
consulted	executed	invented	proved
contracted	exercised	investigated	provide
controlled	expanded	justified	purchased

recommend	reconciled	scheduled	supervise
reduced	recorded	selected	supported
reinforced	recruited	served	surveyed
reorganized	rectified	set up	systematized
responsible	reduced	shaped	tailored
revamped	referred	simplified	taught
review	rehabilitated	sold	testified
revise	reinforced	solved	trained
schedule	renegotiated	spoke	transformed
set up	reorganized	sparked	translated
simplify	repaired	stimulated	tripled
solve	reported	straightened	troubleshoot
strategy	represented	streamlined	unified
streamline	researched	strengthened	updated
structure	reshaped	structured	utilized
ran	resolved	studied	verified
received	retrieved	succeeded	won
recognized	revamped	suggested	worked
recommended	revised	summarized	wrote

For more help, please examine the Career Services Center web page at <http://www.udel.edu/CSC/jobskills.html>.

Skill List

Please examine the following list of possible skills gained while participating the Registered Student Organizations.

Moral/Personal Values	Listening Skills	Drama
Time Management	Consensus Building	Dance
Setting/Achieving Goals	Presentation Skills	Crafts
Creativity	Teaching/Coaching	Art
Stress Management	Research/Assessment	Literature
Decision Making	Computer Literacy	Film/Photography
Self Confidence	Planning	Religion
Career Planning	Detail Orientation	Race/Ethnicity
Effective Group Member	Writing Skills	Countries/Geography
Problem Solving	Financial Management	Emotional/Physical Wellness
Leadership Skills	Music	Recreation/Leisure Outlets

Questions for Defining Skills

Please take the time to examine the following questions to help you get a more complete picture of what you have accomplished. (Which was adapted from the University of St. Thomas)

CLUBS AND ORGANIZATIONS

- Of what clubs and organizations have you been a part?
- In what specific leadership roles have you served?
- What club activities have you participated in?
- What club activities have you organized?
- What committees have you served on?
- Have you raised any money for your group? If so, how much?
- Did you recruit new members? If so, how many new members did you recruit?
- Did you seek out any co-sponsorships?
- Did you bring any speakers to campus?
- Did you attend any conferences directly related to your group?

PROFESSIONAL ASSOCIATIONS

- Of what academic-related associations are you a part?
- Of what other associations are you a part (i.e. Boy/Girl Scouts, Jaycees, Rotarians, Shriners, etc.)?

COMMUNITY SERVICE

- Of what community causes or programs have you been a part (on-going or one-time programs)?
- In what city/neighborhood clean-up programs have you been involved?
- What community service projects have you participated in as a member of a club, organization or church?
- Have you ever donated blood or helped develop blood drives?
- Have you been responsible for organizing/coordinating any of these projects or programs?
- Have you participated in a political organization or campaign? Served as a registered voter?
- In what social activism programs or causes have you participated and/or organized?
- In what campus activism (i.e. written editorials, campaigns) have you participated and/or organized?
- In what church-related programs (i.e. teaching, ministry, community service) have you participated or organized?

DIVERSITY EXPERIENCES

- What international travels have you been involved of which you are proud?
- Where else have you studied within the United States?
- In what study-away programs have you studied in the United States?
- What travels (domestic and abroad) have you been involved of which you are proud?
- In what ethnic ceremonies, programs and/or celebrations have you participated? Have you planned or coordinated any of these ceremonies, programs and/or celebrations?
- In what programs have you attended that have made you more aware, appreciative and understanding of the specific needs, dimensions and richness of the experience of gender, age, sexual orientation, disability, ethnicity, etc.?
- In what programs have you participated that have made you more aware, appreciative & understanding of the specific needs, richness of the experience of gender, age, sexual orientation, disability, ethnicity, etc.?
- In what programs have you organized that have made you more aware, appreciative and understanding of the specific needs, dimensions & richness of the experience of gender, age, sexual orientation, disability, ethnicity, etc.?
- In what variety of geographic locations have you resided?

PERFORMANCE ABILITIES

- What is your key range?
- What vocal range?
- What are your special skills?
- What dance training have you had?
- What acting classes/coaching have you received?
- What vocal coaching have you received?
- What roles have you had in any plays or movies?

CONFERENCES, WORKSHOPS AND RETREATS

What social conferences/workshops/presentations have you attended as a participant?
What leadership conferences/workshops/presentations have you attended as a participant?
What self-improvement conferences/workshops/presentations have you attended as a participant?
Have you been a presenter at any of the above conferences/workshops/presentations?
What retreats (i.e. spiritual, leadership, social, organizational, etc.) have you attended as a participant?
What retreats (i.e. spiritual, leadership, social, organizational, etc.) have you facilitated and/or coordinated?
At what retreats (i.e. spiritual, leadership, social, organizational, etc.) have you served as a presenter or speaker?
What was the topic of your presentation or speech?

ACADEMIC PRESENTATIONS, PROJECTS, PAPERS AND RESEARCH

What academically- or intellectually-focused presentations have you prepared or given?
What academically focused papers have you written or organized? What was the content and title?
Have you ever prepared and/or presented a thesis? If so, on what particular topic?
On what specific research projects (math, biology, literature, physics, etc.) have you worked?
What academically- or intellectually-focused discussions have you facilitated?
What assessment reports (what's wrong and what needs to be done) have you prepared?
What committee reports or presentations have you created and presented?
On what panel discussions have you served?

ATHLETICS/FITNESS/RECREATION

In what specific recreational sports have you or do you engage as a hobby or self-improvement?
Have you ever managed a sporting team, served as a trainer, scorekeeper?
Have you volunteered or been employed in a health fitness center (including YMCA)?
In what ways do you exercise on a regular basis (i.e. bike riding, running, hiking, football, roller blading)?
What impromptu or on-going fitness programs or classes have you organized?
Have you ever worked for a parks and recreation program? Served as a lifeguard? Camp counselor?
On what collegiate, high school or club sport (including dance) teams have you participated?
On what intramural teams have you participated?

COMMITTEES

On what committees (temporary, on-going) - on or off campus - have you served as a member?
On what committees (temporary, on-going) - on or off campus - have you served as the chairperson?
Have you been a member or chairperson of any sub-committees, task forces, or focus groups?

CAMPUS SPONSORED INTERNSHIPS

What college student employment (work study or non-work study) have you held?
For what leadership positions on campus are you receiving a stipend or payment?
In what internships have you served (credit or non-credit)?

FAITH DEVELOPMENT / SPIRITUALITY

What church services have you attended?
In what experiences have you participated that have assisted in further developing your personal faith?
In what specific faith experiences have you served as coordinator or facilitator?
What books have you read or programs you've attended that have developing your personal faith?

FINE ARTS

What theater plays, symphonies, operas or concerts have you attended?
What museums have you visited, studied or worked?
What art shows or galleries have you attended?
In what theater, poetry, literature, dance, music or art have you studied or participated (credit or non-credit)?
What theater, poetry, literature, dance, music or art have you created?
Have you planned or organized attendance to or presentation of any of the above?
In what theater, poetry, literature, dance, music or art events have you competed?

HONORS/AWARDS/RECOGNITION

What specific awards have you received for your involvements, participation and/or achievements?

What honorable mentions have you received for your efforts?

Have you received coverage in campus or local newspapers, radio and/or television?

What letters of acknowledgment have you received for your efforts?

What certificates of participation have you received?

What letters of recommendation have you received?

For what awards, positions or recognition have you been nominated?

In what honor societies or programs have you been a member or participated?

TALENTS, ABILITIES AND INTERESTS

What do you consider some of your greatest talents and abilities?

What specific communication skills do you have?

What specific computer skills do you have?

What specific problem-solving skills do you have?

What do you consider some of your greatest interests and hobbies?

**University of Delaware
Student Centers
Student Development Transcript**

Student Name: _____ Social Security Number: _____

Freshman Year, first semester:

<u>Registered Student Organization</u>	<u>Position</u>	<u>Competencies</u>
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1.) _____

2.) _____

3.) _____

Freshman Year, second semester:

<u>Registered Student Organization</u>	<u>Position</u>	<u>Competencies</u>
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1.) _____

2.) _____

3.) _____

Sophomore Year, first semester:

<u>Registered Student Organization</u>	<u>Position</u>	<u>Competencies</u>
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1.) _____

2.) _____

3.) _____

Sophomore Year, second semester:

Registered Student Organization

Position

Competencies

1.) _____

2.) _____

3.) _____

Junior Year, first semester:

Registered Student Organization

Position

Competencies

1.) _____

2.) _____

3.) _____

Junior Year, second semester:

Registered Student Organization

Position

Competencies

1.) _____

2.) _____

3.) _____

Senior Year, first semester:

Registered Student Organization

Position

Competencies

1.) _____

2.) _____

3.) _____

Senior Year, second semester:

Registered Student Organization

Position

Competencies

1.) _____

2.) _____

3.) _____

Other semesters (Winter and Summer):

Registered Student Organization

Position

Competencies

1.) _____

2.) _____

3.) _____

By signing this document, I hereby certify that the information above is correct. Please note that this is an official University of Delaware document. Any falsification would be considered a violation of the Code of Conduct and can be processed through the University of Delaware Judicial system. For information on the UD Code of Conduct, please visit: <http://www.udel.edu/stuhb/deanstu/policy1.html>

Student signature: _____ **Date:** _____

