Career Planning Service (CaPS)
Student Services
Sign in: involvement.mcgill.ca
Information: mcgill.ca/involvement
Contact: myInvolvement@mcgill.ca
myInvolvement

WHAT
An online platform for students to
• find involvement opportunities outside the classroom
• create a customizable Co-Curricular Record (CCR) recognizing their experiences

WHY
• Recognizing the value of involvement for career-readiness
• Providing a platform for staff to manage and track events and volunteers

WHERE
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Co-Curricular Record

The Co-Curricular Record (CCR) is an official document that recognizes student involvement in eligible campus activities.

The purpose of the record is to highlight students' learning outside the classroom!

For example: workshops, volunteering, leadership opportunities, mentoring, and more!

Participation is voluntary.

Activity eligibility:
- NOT required for academic credit
- NOT recognized on the academic transcript
- NOT paid more than $1000
The CCR

Elements:
- Student’s name
- Date
- CCR category
- Experience title
- Coordinating organization/unit
- Dates
- Description
  - what is this opportunity
  - what did students do
  - what did they learn
  - time commitment

Student-Generated Co-Curricular Record

Below is a list of your involvement in recognized McGill events and student-led initiatives. These activities are not for academic credit and do not appear on the academic transcript. This unofficial record may include self-reported experiences, which have not been verified by the University and are included for your own personal planning purposes. These self-reported experiences will not appear on your official co-curricular record.

Name: Sample Student
Date: March 9, 2017

Campus and Community Engagement

Emerging Leaders Certificate
Organization: Campus Life & Engagement
Dates: (9/12/2016 - 1/16/2017)
Description
The Emerging Leaders program explores central components of personal development and leadership capacity-building. The program encourages students to engage on-campus and in the community, start or continue developing their leadership skills; meet other like-minded students; and more fully take the power of their education into their own hands. To receive this certificate, students attended the 3.5-hour Emerging Leaders Mini-Conference and all five of the following 1-hour workshops: 1) What is “Leadership”? 2) Getting Involved at McGill: Exploring Leadership 3) Personal Visioning and Goal Setting 4) Global Leadership and Intercultural Consciousness 5) Failure and Resiliency.

The Co-Curricular Record Pilot Program began in September 2012 and only select activities were recorded. For more information, please contact Student Services at myinvolvement@mcgill.ca or visit our website at mcgill.ca/involvement.
A SNAPSHOT (September 2018)

over 55,000 experiences recognized to date
over 23,000 students/alumni with a CCR

CCR Sections

• Activity-Based Awards
  • select awards that are not recognized on the academic transcript

• Campus and Community Engagement
  • volunteering, mentorship, tutoring, etc.

• Enriched Educational Opportunities
  • experiential opportunities approved by Faculties

• Personal and Professional Development
  • workshops, research lectures, etc.

• Student-Led Initiatives
  • student government positions, student-led workshops etc.
Benefits to Students and Staff

**Students**
- Find involvement opportunities in one place
- Search for *relevant* opportunities
- View Path requirements and progress
- Use your CCR for your career planning

**Staff**
- Event advertising, registration, and tracking
- Connections to SIS/Banner for reporting
- Track participation in series/engagement programs through Paths
- Recognize students on CCR
Projects In-Progress

• Integration with McGill WMS Channels (web calendar)
  • myInvolvement events are automatically pushed to McGill website overnight
  • Can be auto-imported with McGill Channels Calendar feature

• Integration with myPath
  • Graduate Individual Development Plan software
  • Graduate individual development framework already used for tagging events in myInvolvement

• CCR Advisory Group
  • Relaunched in Fall 2018 with new structure and goals

• Secure electronic delivery of CCR
  • In progress with McGill IT