

CAREER CONNECTS



CAREER SERVICES

STUDENT TIP SHEET FOR CO- CURRICULAR RECORD



VIEW ALL CCR ACTIVITIES
IN ONE PLACE



ACTIVELY KEEP TRACK OF
YOUR PROGRESS

SIGN ON

1. Go to careerconnects.msvu.ca
2. Click on the "Student" button and enter your myMount login username and password
3. Once you are logged on click "Co-Curricular Record" on the side widget bar
4. Review guidelines then click "Record" and then click "Add position to my CCR" and fill out all fields accurately

ADDING ACTIVITIES

Browse through all available activities for the appropriate year and select the activities you have completed to add to your record.

You will be required to select 1-5 competencies you learned, level of progress achieved (See next page) and add a reflection.

Click "Update Record Position" to save. New activities will not appear on your record and remain in a pending status until approved by your validator.

WHAT IS A CO-CURRICULAR RECORD (CCR)?

An official document where you can record your involvement in activities such as volunteer work, professional development, student clubs, varsity athletes and other leadership activities.

WHY DOES THE CCR MATTER?

1. Foster learning through personal growth and professional development
2. Gain valuable work experience for your resume
3. Gain hands on leadership and employability skills
4. Obtain a formal document that states your university experience outside the classroom

CAN MY CCR HELP ME LAND MY JOB?

Absolutely! Having a well rounded CCR can be a great asset to your application when applying to your first job after graduation. Our new CCR format allows you to show your skills in a detailed way by outlining essential competencies you have gained. The skills you gain when completing CCR approved activities are the experiences beyond the classroom that will make you stand out among your peers!



Step-by-step guide to add external activities to your CCR

- 1** Go to careerconnects.msvu.ca and click on "**Login Now**".
- 2** Click on the "**Student**" button and enter your myMount login username and password.
- 3** Once you are logged on click "**Co-Curricular Record**" on the side widget bar.
- 4** Review guidelines then click "**Record**" and then click "**Add position to my CCR**".
- 5** Select a time period and the right category (for example "Volunteer" or "Professional Development") when you completed the activity, then select the icon "**Add to record**". If you cannot find the activity, please email ccr@msvu.ca about your volunteer position.
- 6** Fill in the required position details and select continue.
- 7** Under "**Competencies**" on the right-hand side select "**Add**" then click on "**Learning Outcome**" where it will give you a list of competencies to choose from. Select up to five and add your progress level. This is a required field. It is also **required** to "**Add reflection**" after selecting competencies.
- 8** Scroll to the bottom of the page and select "**Email External Validation Request**".

Once your external activity is approved by the External Validator and Career Services you will see the activity on your CCR

Competencies and Levels of Achievement

Social Responsibility

- Participated in service/volunteer activities
- Demonstrated personal, professional, and academic honesty and integrity
- Demonstrated the ability to evaluate decisions and choose ethical courses of action

Effective Communication

- Communicated clearly in verbal or written format
- Shared information with others using a variety of platforms
- Demonstrated the ability to influence others through writing or speaking

Leadership Development

- Demonstrated the ability to form a vision and set goals
- Demonstrated the ability to lead people/groups in meeting goals
- Exhibited positive role modelling and empowered others

Collaboration

- Contributed to a group's achievement of goals
- Demonstrated the ability to resolve conflict in a respectful and appropriate manner
- Established mutually rewarding relationships with others

Intellectual Growth

- Demonstrated the ability to use critical thinking in problem solving
- Reinforced personal knowledge by teaching others
- Used complex information from a variety of sources to form a decision or opinion

Appreciating Diversity

- Demonstrated an appreciation of advantages and challenges of diversity within society
- Showed respect for others' rights and diverse ideas
- Appropriately challenged abusive use of stereotypes and assumptions

Continuous Learning

- Demonstrated the ability to make connection between in-class and out-of-class learning
- Identified and accessed new learning opportunities
- Showed a willingness to learn and grow

Professionalism

- Completed tasks efficiently and ensured good quality
- Followed organization policies (e.g. health and safety, equity, confidentiality)
- Demonstrated effective habits (e.g. punctual, responsible, time management)

Health and Wellness

- Exhibited behaviors which contribute to a health and wellness culture and community
- Promoted physical and mental health and wellness to the community
- Pursued positive physical, mental health and wellness goals

Enhanced Self-Awareness

- Assessed personal strengths and weaknesses
- Demonstrated empathy towards others
- Learned from past experiences

Spiritual Awareness

- Developed and expressed personal belief system and sense of purpose
- Demonstrated the ability to compare, contrast and respect various belief systems
- Demonstrated awareness of how spirituality may impact group dynamics

Creativity

- Generated new ideas or original processes
- Encouraged creativity in others
- Generated unique, practical solutions to problems

Career Development

- Demonstrated ability to set educational and career goals and adjust as needed
- Provided evidence of demonstrated knowledge, skills and accomplishments resulting from education, work and volunteer experiences
- Demonstrated ability to initiate a job search

Developing: Beginning to develop basic knowledge and skills related to the learning outcome (i.e. someone new to a position or organization may be at this level)

Competent: Increasing depth of knowledge and skills related to the learning outcome (i.e. someone with some experience and beginning to apply the learning outcome to new areas within a position or organization may be at this level)

Advanced: Able to portray in-depth knowledge and skills related to the learning outcome and apply it in new ways (i.e. someone with long-term experience in a position or organization and demonstrating the ability to solve problems, train others, or create new ways of doing things related to the learning outcome may be at this level)

**FOR MORE
ASSISTANCE**

Should you have any other questions or require assistance, please contact your co-curricular record administrator at ccr@msvu.ca.



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