



BUSINESS LEADER DEVELOPMENT PROGRAM

Verification Worksheet for Program Completion

- Completion of the Program requires at least 14 Leadership Units.
- To use this worksheet, cross out (or delete) the activities you have not chosen and complete the information on those that applies to you.
- Schedule to meet with the Program Director to review the information and find out what additional backup you might need to attach to your final submission.
- A blank form for final submission is available on request and that final form must be submitted to the director **BEFORE** the beginning of your last semester in the Business School .

<u>Category & Activity completed for Leadership Units</u>	<u>Semester or date of completion</u>	<u>No. of units</u>	<u>Verification Information</u>
<i>Coursework – based</i>			
• Program Seminar		3	(will be verified from Program Records)
<u>Other applicable courses</u>			
• Additional Seminar		3	(will be verified from Program Records)
• Honors Thesis		6	Name & email of faculty member
• Other (requires advanced approval – attach Director’s approval letter/email)			Name & email of faculty member
<i>Non-Coursework within SBC</i>			
• Office in student organization (specify office)		4	Name & email of faculty member

<ul style="list-style-type: none"> Coordinating role in major activity (attach detailed description & approval) 		3	(as specified in original description & approval OR notify of any change)
<i>Non-coursework outside SBC</i>			
<ul style="list-style-type: none"> Office in professional organization (specify office & organization) 		4	Contact person name & how to reach:
<ul style="list-style-type: none"> Office in other recognized organizations (specify office & organization) 		3	Contact person name & how to reach:
<ul style="list-style-type: none"> Coordinating role in major activity (attach detailed description & approval) 		3	(as specified in original description % approval OR notify of any change)
<i>Total Units before Graduation</i> (must be 14 or more)			
<i>Additional Notes or Information Helpful to Verification:</i>			

Units shown are the standard or maximum number for each activity. Refer to Program information for more complete description of the potential on each. Particularly in the case of “coordinating” extra-curricular activities, it is important to communicate with the Director in advance and reach agreement on the units to be attached to satisfactory completion.