



Student Engagement
STUDENT SERVICES

Co-Curricular Student User Guide



Updated: June 11, 2024

Co-Curricular Record Student User Guide

*Please note you must use Google Chrome or Firefox as your internet browser.

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My Career Hub Login

Go to mycareerhub.sait.ca

- Click on the 'Students' button on the top of home page.
- Select 'Student Login' from the dropdown menu.
- Use your SAIT email address and password to login.

If you've forgotten your password, please contact student.employment@sait.ca

Adding a Co-Curricular Activity to Your Experiential Record

The screenshot shows the My Career Hub dashboard for a 'Test2 Student'. The left-hand navigation menu is highlighted with a blue box and numbered 1, showing 'CO-CURRICULAR' selected. Below it, the 'RECORD' section is highlighted with a blue box and numbered 2, showing 'Co-Curricular Directory' selected. The main content area shows a 'Test2 Student' profile with a 'Student' role and an 'Add a position to My Record' button highlighted with a blue box and numbered 3. A yellow box with a blue border and numbered 4 highlights the 'IMPORTANT THINGS TO NOTE' section, which contains the following text:

IMPORTANT THINGS TO NOTE:

- All positions **must** include a selection of 1-5 competencies
- All positions **must** be added to your profile by **August 15**.
- You can select which activities you'd like to show on your printed record by selecting the "publish on record" checkbox
- You can view the most recent user guide here

Please email student.employment@sait.ca if you have any questions

1. Select "Co-Curricular" from the left-hand side to view the dashboard
2. You can search for your activities via the "Co-Curricular Directory" – this includes searching by keywords.

Note: if you select the heart icon it will appear in your "saved opportunities".

The screenshot shows the 'Co-Curricular Activities' search results page. The left-hand navigation menu is highlighted with a blue box and numbered 3, showing 'CO-CURRICULAR DIRECTORY' selected. The main content area shows a search bar with the text 'Search for keyword in title...' and a 'View my saved opportunities' button. Below the search bar, it says '119 total opportunities found.' and displays a grid of five activity cards. Each card has a title, a description, and a heart icon at the bottom right. The cards are:

- SAIT Supply Chain Management Club (SCMC) Student Clubs
- Healthcare Interprofessional Education Club (HIPE) Student Clubs
- Art of Friendship Academic
- SAIT Beekeeping Club Organizers Student Clubs
- How to Change the World Academic

3. You can add a position to your record by searching for the activity/position name or conducting a narrow search – it's recommended to use activity/position name if you don't know full details.

Quick Position Search ← Back to My Co-Curricular Record

You can search for an activity or position by typing in the name. Search starts once you have typed in at least 3 letters/numbers and will display the most relevant results. Select one to view the detail.

i Navigate through the selection boxes to narrow down your results.

Period: 2020 - 2021
 Category:
 Department:
 Activity:

4. You can view important information or updates.
5. Select the circle action button (bottom right corner) to also search for your activity or add a position to your record.

Once you've selected an activity, the positions associated with that activity will populate at the bottom of the screen. From here you can view the activity overview and/or the position or add it directly to your record.

Positions Found: (1)

Period	Activity	Position	Position Status	Student Visibility	
2020 - 2021	Professional Mentorship Mentee- School of Business	Mentee	Approved	Active	<input type="button" value="View Position"/> <input type="button" value="Add to record"/>

Each **activity** overview will include:

- Description of the activity
- Minimum requirements to be involved
- Minimum hours per semester
- How to sign up for the activity
- If there is a cost involved

Each **position** overview will include:

- Detailed position description and responsibilities

If you view the activity/position first, click on the "Add Position to my Co-Curricular Record" button to add to your profile.

Position - Mentee - Professional Mentorship Mentee- School of Business ← Back to Activity ← Back to My Co-Curricular Record

Position Info	
Time Period :	2020 - 2021
Category :	Mentorship
Department :	School of Business

Position Details	
*Position Title (Positions within the CCR activity i.e. President of the club, tutor, participant, volunteer, etc.)	Mentee
*Position Description (Responsibilities or requirements for the position)	Through support of the mentor, learn more about business, professionalism and prospects of careers.
*Include in the Directory	Yes

Please note if an activity you are part of does not appear on the list, please see Appendix B for instructions on how to suggest new activities.

You can choose your capabilities now (only 1 to 5 may be selected), or you can wait until you've completed the activity and have reflected on the experience. For a full list of the capabilities listed in SAIT's Capability Framework and their definitions refer to Appendix A.

To choose your capabilities, click on the drop down next to your chosen capability and change it to "achieved" then **scroll to the bottom of the page to save changes**. If you select the wrong position, you can click on the circle action button to remove the position from your record.

Record Position Details: Test3 Student < Overview

Position:	Mentee
Activity:	Professional Mentorship Mentee- School of Business
Record Position Status:	Pending
Category:	Mentorship
Department:	School of Business
Time Period:	2020 - 2021

Add Reflection

COMPETENCIES

Competencies

Unselected Competencies

Professionalism Achieved ▼

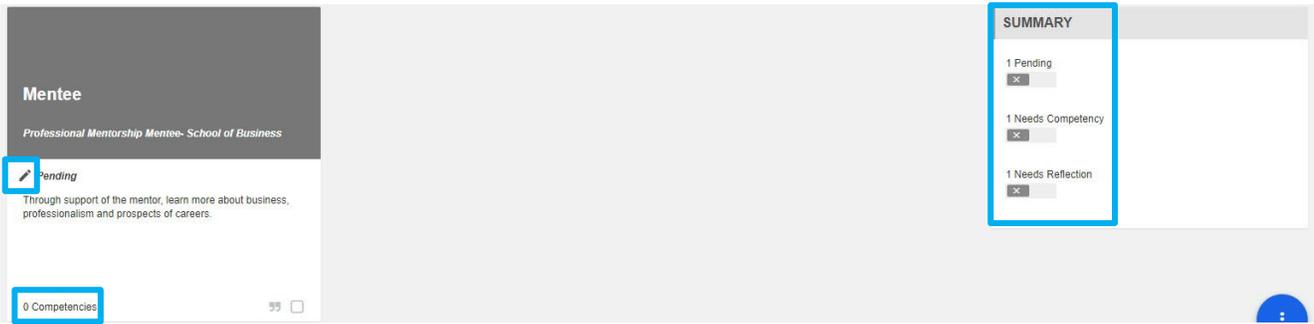
Critical Thinking & Problem Solving -- Select -- ▼

⋮

Completing the Activity and Submitting a Request for Validation

Once you've completed the activity, log into [My Career Hub](#), and select "Co-Curricular Recognition" from the side menu. From here you can complete your record by choosing your capabilities (if you haven't done so already), submit your reflective response and submit your position/s for validation.

Use the pencil icon to edit. It will also show if your capabilities have been selected and saved.



Reflections AND Capabilities must be selected before submitting your Experiential Record for validation on or before August 15.

Once you've chosen your capabilities, you can enter your reflection in the text boxes below. To be eligible for Co-Curricular credit, students must submit answers to all three reflective questions. Students are expected to reflect and think critically on their experiences within that activity. Students should write approximately 100 – 250 words per reflective statement.

The questions are:

- What were your goals upon entering this position? How did you achieve them, and what was the outcome?
- How does this experience connect to your academic, professional, and/or personal development?
- How will you apply what you have learned in the future?

Click on the circle action button and "add reflection" or click on the pencil (edit) icon mentioned above. Enter your answers to the reflection questions in the text box provided and click "Save".

REFLECTION

* How did you achieve these and what did you learn?

* How will this experience and these competencies help you in the future?



Your completed record and request for validation will now be submitted to the validator. Once the validator has reviewed your submission, they'll approve or decline your request and you'll be notified through your My Career Hub dashboard and/or sent an email. You'll be contacted for more information if declined.

Please note validators have until August 31 to complete the validation process. Until the validator has gone in and approved your request your CCR activity will show as "pending".

Removing a Co-Curricular Activity from Your Experiential Record

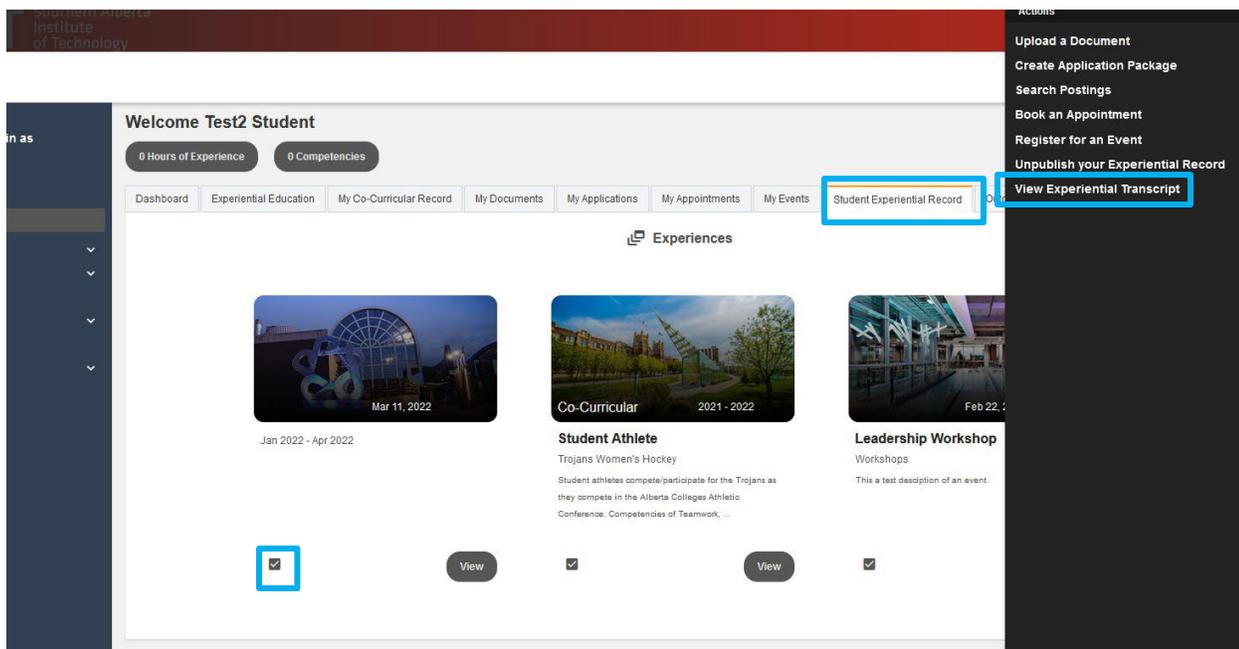
If you haven't been able to complete an activity, or added an activity by mistake, you can easily remove it.

Click on the pencil (edit) icon on the activity you wish to remove. Then select the circle action button at the bottom of the screen and select "remove position from student record".

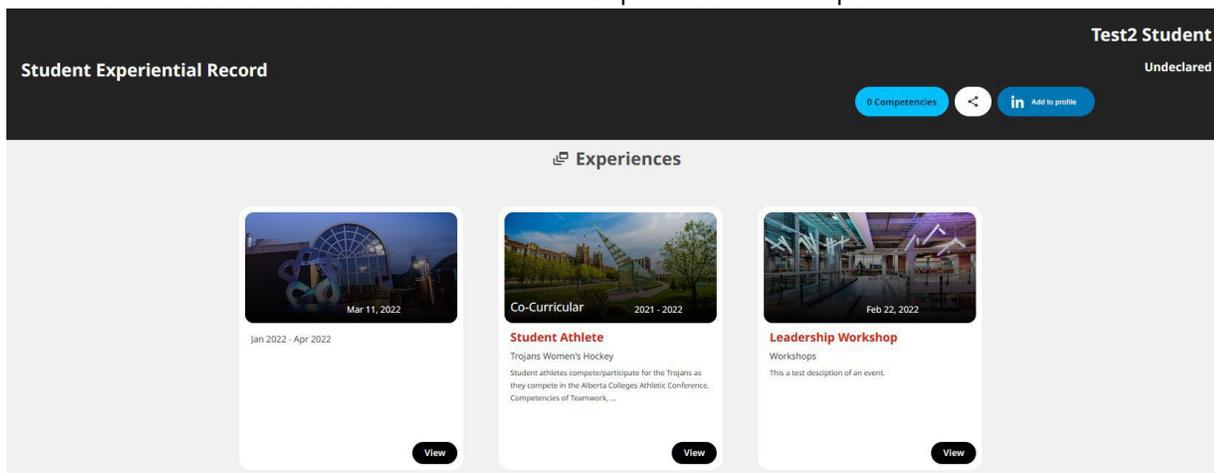
Publishing Your Student Experiential Record (formally Co-Curricular Record)

Once your co-curricular activity/activities have been approved by the validator you'll be able to share your Student Experiential Record.

- On your My Career Hub homepage you will go to the Student Experiential Record tab.
- Make sure the "publish on record" box is ticked for all positions you want to include.

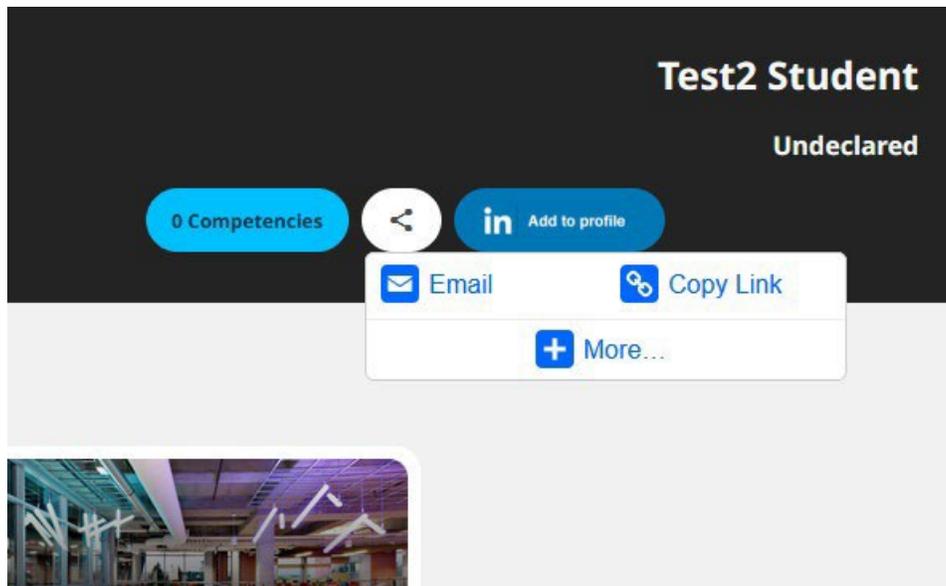


Click on the circle action button and select "View Experiential Transcript".



Your published experiences will show as cards and you can share them directly to LinkedIn, via email or copy the link to

share with a potential employer.



You can use your co-curricular recognition to showcase the transferable skills and competencies you developed to potential employers.

Appealing a Validator’s Decision

If your request for validation has been declined by the validator and you’re unsatisfied with the decision you’re able to appeal.

The first step is to discuss the decision with the validator. This can be done online, via phone or email.

If after discussing with the validator, you’re still not satisfied with the outcome of the discussion or if you’re unable to contact the validator, you must email student.engagement@sait.ca requesting a review of the decision. You must email within 15 business days of the validator initially declining your submission.

The review may be way of an online meeting, by e-mail or by other form of communication. If the manager of the Office of Student Engagement determines that the appeal requires a formal online meeting with the student, the student is entitled to bring the Saitsa Manager of Student Experience or designate, to the meeting for advice and support; in general, however, only the student can speak on the student’s behalf. The validator will usually be present at this meeting.

After the review has been completed, the Office of Student Engagement will inform you of their decision.

Appendix A – CCR Capabilities (SAIT Capability Framework)

Capabilities	Examples of skills, attitudes and behaviours
Creativity	<ul style="list-style-type: none"> ○ Cultivates and respects other ways of knowing and thinking ○ Uses resources in unexpected ways; navigates scarcity ○ Demonstrates a growth mindset ○ Is adaptable ○ Demonstrates digital innovation with a digital skillset ○ Uses design thinking ○ Challenges assumptions ○ Offers suggestions to improve the way things are done ○ Acknowledges undesired results/failure as a learning opportunity ○ Builds and scales ideas
Critical Thinking	<ul style="list-style-type: none"> ○ Has digital and information literacy skills (can recognize an information need, access, evaluate and assess information for truth, accuracy and relevance, and use it effectively and ethically) ○ Considers diverse local and global experiences and points of view ○ Demonstrates willingness to change ideas or perceptions based on new information or contrary evidence ○ Synthesizes and interprets information effectively ○ Raises vital questions and problems, formulating them clearly and precisely ○ Gathers and assesses relevant information ○ Comes to well-reasoned, evidence-informed conclusions and solutions to problems, testing them against relevant criteria and standards ○ Thinks open-mindedly within alternative systems of thought, recognizing and assessing, as needs be, their assumptions, biases, implications, and practical consequences ○ Communicates effectively with others in figuring out solutions to complex problems
Citizenship	<ul style="list-style-type: none"> ○ Appreciates the perspectives and worldviews of others ○ Works across cultural boundaries; engages in open, appropriate and effective interactions across cultures ○ Encourages equity, diversity, individuality and an inclusive community ○ Models equitable and inclusive behaviours and mindsets and supports an environment of trust ○ Examines local, global, and intercultural issues ○ Demonstrates ethical reasoning and respectful behavior; “upholds high moral standards at work (work ethic) ○ Acts for collective well-being and sustainable development ○ Has digital citizenship skills (“uses digital technology and media in safe, responsible, and ethical ways ○ Takes external environment into account when developing strategies ○ Anticipates the implications of decisions and actions (e.g., impact on others), and takes responsibility for the outcome of decisions/actions ○ Understands how “historical events have an impact on today’s decisions”, and how our perceptions today impact the “interpretation of historical and current events ○ Promotes societal well-being amidst different conceptions of the public good
Curiosity	<ul style="list-style-type: none"> ○ Seeks to understand by asking exploratory questions ○ Demonstrates self-awareness by questioning own internal thinking, dialogue and biases (conscious or unconscious) ○ Seeks feedback from others to learn and grow ○ Engages in reflective practice and continuous learning ○ Recognizes that solutions to unstructured problems are complex and multidisciplinary in nature and is open to learning across fields of study, cultures, ideas and perspectives ○ Constructively challenges conventional practices ○ Remains objective when listening to others’ viewpoints; open-mindedness ○ Demonstrates a willingness to take informed risks ○ “Listens attentively when another person is voicing a point of view ○ “Copes effectively with change” (demonstrates resilience) ○ “Demonstrates and encourages divergent thinking ○ “Seeks opportunities to connect with a diverse range of people

Connection	<ul style="list-style-type: none">○ Demonstrates empathy – putting yourself in another’s shoes○ Shows social intelligence (understands “interpersonal dynamics and behavioral impacts of human interactions○ Shows emotional intelligence (perceives, understands, uses, and manages emotions in positive ways to communicate, empathize, and overcome challenges)○ Engages and communicates effectively with others across cultures, abilities, and generations (and other differences) using verbal, written and digital means○ Builds relationships and teams through trust, transparency, alignment and empowerment○ Contributes to a safe team environment including psychological safety○ Collaborates with others to achieve common objectives as part of a growth mindset○ Takes initiative and sees projects/work tasks through; dependable and responsible○ Is adept at adapting and flexing to meet the needs of others (e.g. customer service); demonstrates “desire to help or serve others, to meet their needs
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Appendix B – Suggesting a New Co-Curricular Activity

If you're involved in an activity you believe is eligible for CCR as per the requirements outlined in procedure AC.6.3.1 Co-Curricular Recognition, you can [submit a request](#) to have your activity reviewed by the Office of Student Engagement.

Please note:

- You must provide a brief description of the activity.
- Include instructions on how students can join the activity (i.e. Is it invite only? Do students have to sign up? etc.).
- Please list all of the positions that are part of this activity (i.e. President, VP, General Member, etc.) and include a brief description (1-4 sentences) of what each position is responsible for.
- You must include the name of at least 1 validator and the validator must be a SAIT or Saitsa staff member who is involved with the activity. Students are not able to act as validators.

Once you've provided the information for each section of the form you can click "submit". The activity will then be reviewed by the Office of Student Engagement to ensure it meets the requirements of a CCR activity. If it does, then it will be added to the CCR database in My Career Hub and you will be notified so that you can add it to your record.