The Engineering Leadership Program is very individualized to meet the needs of our students and their individual leadership development plans. Although this means the timing of the elements are flexible; we offer you this checklist to ensure success in ELP.

**In the semester you take the Engineering Leadership Gateway Course:**

- Start your ELP Portfolio through the assignments given during the course.

*If you are a PLC student undertaking the ELP Certificate, please meet with the Engineering Leadership Gateway instructor during the semester you are taking PRLC 1820 to get help in starting your ELP portfolio.*

**Every semester after completing the Engineering Leadership Gateway Course (or PRLC 1820):**

- Update your portfolio to include the mentor interactions you had during the current semester and, more importantly, the advice you received and the examples your mentor provided to you.
- If you attended any leadership seminars, update your portfolio to include reflections on these seminars.
- Update your leadership electives plan, if needed.
- If you took a leadership elective during the semester, update your portfolio to include your reflections on your leadership learning from the course.
- Record your lessons learned, personal successes, and outcomes of your leadership experience. Add details (what, when, where) as they develop.

**Every December 1 (exception: if this is your last semester before completing your BS degree):**

- Send your portfolio (provide the Google document link) to the ELP Director. You will receive feedback on your ELP progress by the start of the spring semester to ensure that you are successfully executing all the ELP components and to help you improve your portfolio.

**In your last semester (or the semester you are completing your BS requirements if you are pursuing a concurrent BS/MS degree):**

**By February 1 for May or August graduate (or October 1 for December graduate):**

- Complete all sections of your portfolio.
- Review entire portfolio for grammar, punctuation, etc.
- Send the Google document link to ELP Director. You will receive feedback on any required additions and improvements.

**By April 15 (or November 15):**

- Update your portfolio in response to the feedback received from ELP Director and ELP faculty.

**Final decision on your ELP Certificate will be made by May 1 (or December 1).**