



Associated Students, Inc.

5154 State University Drive, Los Angeles, CA 90032

Phone: 323-343-4780 Fax: 323-343-6420

ASI Leadership and Transition Portfolio Guidelines and Requirements

Objectives: Having a complete transition portfolio that has been created with critical thought serves several benefits. First, it helps the individual to articulate his/her achievements and confidently talk about his/her transferrable skills as it relates to future aspirations and opportunities. Secondly, it helps the organization to form a better track record of its progress and areas for improvements. Thirdly, it helps the incoming student leaders by offering them a guide to get them started and build off their predecessor's knowledge and successes. Finally, it helps to create pride and transparency in the workings of this organization. **Remember to be critical and honest in your responses!**

Therefore, take extra care and time to complete each part of your Leadership and Transition Portfolio. Examples and templates may be provided upon request and full time-staff are always ready to offer additional support. You may set up a meeting with a staff member to complete your reflections.

Directions: Whenever possible, submit soft copies of your reflections below and be green. This also makes your transition portfolio more accessible for many years to come. Each objective should be a title of the section with the section contents being the information requested. *Executives, Commissioners, and Reps-at-large should submit to Marcus via email. College Representatives, Chief Justice, and Associate Justices should submit to Ashley via email.* **The deadline for submission is Thursday, May 3, 2018. Once reviewed and approved, your final biweekly check will be released for pick-up. It is highly suggested to submit drafts as you work to your staff Advisors.**

Objective 1: Personal Reflection (minimum 2 pages)

- Your resume including ASI experiences (minimum 1 page)
- 3 Personal strengths gathered from ASI
- 3 Personal challenges faced while in ASI
- Personal challenges faced in meeting one's goals and how these were addressed
- Lessons learned—relevancy of ASI experiences in personal/academic/professional lives

Objective 2: Leaving a trail of YOUR progress

- Copies of program proposals or other initiatives presented to the board/committee for review/adoption
- Copies of your planning timelines and agendas
- Instrumental contacts/allies
- Copies of any important letters/correspondence regarding projects
- Copies of your event evaluations
- Copies of your state of affairs reports
- Copy of any one bi-weekly to serve as an example

Objective 3: Role Responsibilities Reflection

- **Completed Task Logs: Highlighting your primary tasks or major highlights of your position (see your specific task log in the email request for transition portfolios)**
- Successes and challenges specific to the position
- Recommendations for your successor

Objective 4: Unit and Organization Reflection (i.e. Unit is referring to your designated area/constituents served like college, campus, environmental affairs, finance, etc.) (minimum 2 pages)

- Instrumental contacts/allies
- **Assessment of trends/needs/observations within the unit/department/area. Make these factual and analytical versus stating your personal opinion.**
- Positives and challenges of working within/for the unit
- Recommendations