

# Leadership Certificate Program

Acceptance into the Leadership Certificate program is granted only through a rigorous application and selection process. See below for Application information.

## **Program Requirements – Class of 2023, Class of 2024, and after**

- ❖ Four-Five Courses
- ❖ 25 Leadership Service Hours
- ❖ Graduate Interview
- ❖ To be admitted and remain in the program, students must have a 3.3 grade point average, have exemplary conduct, and achieve a grade of B or higher in each of the four/five courses required as part of the leadership certificate program.

**Course Requirements:** Starting with the Class of 2023 (and subsequent years thereafter), there are **two** course tracks that satisfy the requirements for the Leadership Certificate. In applying for admission to the program, a student must specify which of the two course tracks – Leadership Certificate or STEAM Leadership Certificate – she will pursue.

### ***Leadership Certificate***

### **Four courses total required**

All students must take:

- Foundations of Leadership – Required – Junior Year
- Capstone Independent Study—Required – Senior Year (see below). Students are free to select any leadership-related topic for their Capstone project.

### **Leadership Certificate Electives: need two courses**

Innovation, Entrepreneurship & Creativity (Grades 11-12)  
Introduction to Business (Grades 10-12)  
AP Government  
AP Economics (Macro or Micro) or Introduction to Economics  
American Women’s History (Grades 10-12)  
Introduction to Sociology  
Introduction to Law  
AP Statistics or Statistics  
1804 Ministry of Peer Leadership (Grade 12)  
Public Speaking, Presentation, and Performance (Grades 11-12)

### ***STEAM (Science, Technology, Engineering, Art, Math) Leadership Certificate***

### **Five courses total required**

All students must take:

- Foundations of Leadership – Required – Junior Year
- Capstone Independent Study—Required – Senior Year (see below). Students must select a STEAM-related leadership topic for their Capstone project.

### **STEAM Leadership Electives: need three courses in two disciplines**

(e.g. in science and math; technology and math; science and technology)

#### **Science**

AP Chemistry  
AP Biology  
AP Physics  
Physics (Honors; College Prep)  
Anatomy & Physiology (Honors; Accelerated)  
Biological Anthropology (Accelerated)

#### **Math**

AP Calculus AB  
AP Calculus BC  
Applied Calculus (Accelerated)  
AP Statistics or Statistics

#### **Technology**

AP Computer Science A  
AP Computer Science Principles  
AutoCAD  
Engineering through Robotics

**Capstone Independent Study Course** – All students in the Leadership Certificate program – in both tracks – must take the Capstone course. Capstone requirements include:

- Intensive study of a leadership topic selected by the student.  
Students in the *Leadership Certificate* track may select any topic related to leadership.  
Students in the *STEAM Leadership Certificate* track must select a topic related to STEAM and leadership.
- Counts as one course toward four-five course requirement for certificate.
- Begins Spring of Junior year with selection of Capstone topic.
- Expectation of initial research in summer prior to Senior year.
- Is part of the student's schedule of courses in Senior Year (in one semester).
- Each student works with a Faculty Advisor and Course Instructors.
- Conduct an in-depth research project, including original research, related to her topic.
- LEAP (Leadership, Engagement & Practice) experience, or other internship or shadow experience, is encouraged (but not required) to support the Capstone project.
- A 30-minute Presentation on thesis topic required. All students also give a short summary presentation to Administration, Faculty, Staff, Students, and Parents.
- Parents and student must sign a Capstone commitment form.

### **Leadership Service Hours**

- **25 hours** of Leadership Service must be performed. These hours are over and above the 70-hour Maryvale community service requirement (administered by Campus Ministry). Hours earned for community service may not count for leadership service and vice versa.
  - All 25 Leadership Service hours must be in ***service to Maryvale***.
  - The hours may be earned during all four years at Maryvale.
  - Freshman year: At least five hours must be performed in first semester of Freshman year, prior to the submission of a student's application to the Leadership Certificate program.
  - Sophomore, Junior, Senior years: students must perform some hours in each of her Sophomore, Junior, and Senior years, with the goal of reaching 25 hours (including freshman year hours) prior to graduation.
  - Ways to earn Leadership Service Hours include:
    - Assist in Maryvale offices: including: Admissions; Advancement; President's Office; Business Office; Division Heads, Academic Dean, Dean of Students, College Counseling, Leadership Institute, and Athletic Director's office.
    - Student Leadership Service: Examples of student leadership services might include holding an elected position in Student Council or serving as an officer in a Maryvale Honor Society or as a Student Ambassador.
- **Leadership Service Recordation:** Students must regularly record their Leadership Service hours in Maryvale's ***x2vol*** Leadership Service Platform and include sufficient information about service experiences and leadership lessons learned. Failure to keep ***x2vol*** up-to-date may result in forfeiture of hours.

### **Final Graduate Interview**

- Prior to graduation, each student reviews her course and program experiences during an exit interview with members of the Leadership Certificate Committee.

### **Application Process**

Acceptance into the Leadership Certificate program is granted only through a rigorous application and selection process. Not all applicants may be accepted.

- Application for acceptance into the Leadership Certificate program is submitted in early 2<sup>nd</sup> Semester of a student's Freshman year.
- The Leadership Certificate application process includes:
  - ❖ Completion of the Leadership Certificate application, including two essays and explanation of leadership service performed to date.

- ❖ Submission of two Letters of Recommendation:
  - one internal – must be from a Maryvale administrator, faculty or staff member, or coach
  - one external – from employer or family friend – as a character witness
  - Note: no letters may be from a relative of the applicant
- ❖ Required Reading: Articles/chapters of book – as identified by the Leadership Certificate Steering Committee.
- ❖ Personal Interview with the Leadership Certificate Steering Committee—interviews will be held in March each year. The applicant should be prepared to discuss leadership aspirations, leadership service performed during first semester of Freshman year, and the required reading.
- Decisions regarding acceptance will be made in April of Freshman year, prior to the selection of classes for Sophomore year.