

Co-Curricular Record: Template for Activity Descriptions

What is it?

The Co-Curricular Record program creates an end-product for students – a ‘transcript’ which acts as a log of involvement activities. Students might choose to use their co-curricular record as a supplementary document when applying for graduate school or a prospective job. Thus, it is important that position descriptions meet a high standard of consistency, grammatical correctness, and quality.

Descriptions for activity submissions should adhere to the following template:

- One sentence describing the mission of the group/activity
- One or two sentences describing the responsibilities of the position (using adjoining words ‘in addition’).
- One sentence describing the average time commitment of the position

Example #1: Champlain College Cabinet - President

The Champlain College Cabinet is a team of elected student leaders that represent the interests of the college student body. The President acts as a liaison between Champlain College Cabinet and other student groups, staff and faculty. In addition, the President attends weekly cabinet meetings, bi-weekly meetings of the college cabinet presidents and the Trent Central Student Association, all Champlain College events, and acts as the co-signer for financial affairs. The average time commitment for this position is 8 hours per week.

Example #2: Arthur Newspaper – Reporter

Arthur Newspaper is the Trent University and Peterborough Independent Press that aims to produce a weekly newspaper during the Academic Year. Reporters are responsible for writing a bi-weekly article about campus news and issues affecting the Trent community. The average time commitment for this position is 3 hours per week.

Example #3: First Peoples House of Learning - Naadimaagewin Mentor

The Naadimaagewin (Art of Helping) program pairs Indigenous students, as well as students in Indigenous Studies, with the services of an upper year tutor. Naadimaagewin Mentors provide assistance to students who might be struggling with course content. The average time commitment for this position is 2 hours per week.

Questions?

If you have any questions, please [contact the Co-Curricular Record team](#).