

# TLC Graduation Checklist

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

1. **Resume review during RESUMANIA at the Career Center (week of October 30<sup>th</sup>) or submit online: [www.csusm.edu/careers](http://www.csusm.edu/careers)**
2. **Sign-up for a panel exit interview time.** First come, first serve. We will do our best to meet your scheduling needs. Look out for an email with a direct link!
3. **Write your reflection paper. Answer the full prompt below:**
  - A. *Your idea of leadership: How has your idea of leadership been influenced as a result of the program? What did you learn about yourself as a result of the TLC? What specifically had the most impact on you?*
  - B. *SMART Goals: Did you achieve or make progress toward achieving the SMART goals you set during your enrollment meeting with your Peer Leader?*
  - C. *Co-curricular Learning: How does what you learned in the TLC help you progress toward meeting your career/professional goals? How did the TLC relate to something you have learned in a CSUSM course or group project?*
  - D. *What did you do for your campus and civic engagement hours and what did you learn from those experiences? What did you learn from the TLC program components that you did not know before? How have you implemented these into your life?*
4. **Ensure that your “TLC Participant Tracking Sheet” is completely filled out.**
5. **Create a LinkedIn portfolio.** This portfolio is more for you than it is for the TLC. This way, you can always refer back to your TLC experience for future job or grad school interviews. Your LinkedIn must include:
  1. Connect with your Peer Leader on LinkedIn (*so we can see your profile*)
  2. A professional picture
  3. Enter each of your experiences listed from your resume
6. **Submit your graduation application online.**
7. **E-mail your reflection paper and participation tracking sheet to your Peer Leader**
8. **Attend your TLC Panel Exit Interview.**

We look forward to seeing your application!

SLL & Peer Leadership Team