

CO-CURRICULAR TRANSCRIPTS AT TC3

WHAT IS IT?

A Co-Curricular Transcript (CCT) is an unofficial record generated through Campus Groups® that documents your activities and accomplishments that occur outside of the classroom during your time at TC3. Your involvement in these non-credit bearing experiences are currently included on a CCT:

- Clubs and organizations
- Athletics
- Leadership and other professional development workshops
- Honor societies
- Certain paid campus positions such as Resident Assistants and Peer Career Coaches
- Student Activities events
- You may be able to include other co-curricular activities associated with TC3; for more information, email Cheyenne Gorton at CMG033@tompkinscortland.edu

WHY SHOULD I USE IT?

Employers, colleges, and scholarship committees want candidates who have hands-on experience, which can include things like campus leadership and involvement, professional development trainings, internships, and volunteer work. Through these sorts of activities, you learn **transferable skills**, which are areas of competency that you develop through experience that you can apply to other (related and unrelated) situations. For example, developing your teamwork skills through club involvement helps prepare you for working with others on the job.

Getting involved at Tompkins Cortland Community College can help you build skills necessary for your future, and your Co-Curricular Transcript can help you keep track of them all in one place.

HOW CAN I USE IT?

Its uses range from personal (career decision-making and planning) to professional (interview prep and resume building) as follows:

Application Supplement

When applying for jobs, internships, or transfer to a four-year college, if you have the option to upload additional documents or are emailing your documents, you could include your CCT as a supplement to your application materials.

Recommendation Support

When asking for letters of recommendation, it's helpful to provide your references with a holistic view of your experiences and achievements; sharing your resume and CCT would help them provide a comprehensive account of your qualifications and candidacy.

Skill Identification

For each entry on your CCT, identify the skills that you acquired through that activity (use the sample skills listed on the next page). Then read below to see how you can use this information when applying and interviewing for jobs and graduate school programs.

Career Planning & Marketability

To be competitive in the job market and/or transferring to other colleges, it's beneficial to have a range of transferable skills. After you identify the skills you've gained from each activity on your CCT, compare them to the top skills that employers seek from candidates across all industries, listed here: naceweb.org/career-readiness/competencies/career-readiness-defined/. This can

help inform your decision making and planning regarding co-curricular involvement and skill-building.

Resume Building

Use your CCT to keep track of your activities and include on your resume those that have provided the most relevant transferable skills and experiences to the position for which you're applying.

Cover Letter Development

The trick to writing a cover letter is to make connections between what the employer wants (job description) and what you have to offer them (your knowledge, skills, and experience). Use your CCT to identify activities from which you gained applicable transferable skills and experiences, then elaborate on the most relevant ones to build your cover letter.

Interview Preparation

A common complaint of employers about interviewees is that they often don't know how to identify or fully portray their skillset. When preparing for interviews, use your CCT to identify your skills, particularly those that relate most closely with the job for which you're interviewing. Then think of specific examples of how those skills were developed through your extracurricular activities so you're prepared to answer behavioral-based interview questions such as, "tell me a time when you demonstrated _____ skills."

Professional ePortfolio Development

The purpose of a professional ePortfolio is to highlight your experiences and skills. If portfolios are common in your field (ex. graphic design, culinary arts, or teaching) you can use your CCT to keep track of your involvement and select the ones that have provided the most relevant transferable skills to include on your ePortfolio. Be sure to include artifacts (samples of your work) and reflections of your experiences.

SAMPLE TRANSFERABLE SKILLS GAINED THROUGH CO-CURRICULAR INVOLVEMENT & ACHIEVEMENT

Active listening	Event planning	Organization
Adaptability	Facilitating	Persuading others
Analyzing information	Goal setting	Planning
Attention to detail	Identifying needs	Prioritizing work
Brainstorming	Improvising	Problem solving
Communication	Initiative	Promoting
Consensus building	Interpersonal	Public speaking
Conflict resolution	Investigating	Record keeping
Coordinating	Leadership	Recruiting
Creativity	Managing people	Responsibility
Critical thinking	Managing projects	Teamwork
Customer service	Mediation	Technical skills
Decision making	Meeting deadlines	Time management
Delegation	Money management	Training others
Diplomacy	Motivating others	Troubleshooting
Empathizing	Multitasking	Work ethic
Evaluating	Negotiating	Writing

View your CCT by logging into Campus Groups. Email questions to Cheyenne Gorton at CMG033@tompkinscortland.edu.