

***Skill Builder!* Write-up Instructions**

Skill Builder! write-up submissions must be submitted via e-mail as an attachment or in the body of the e-mail to slfp@nmu.edu.

The write-up must include the following information about the event in order to be evaluated for *Skill Builder!* credit:

1. Name of event
2. Presenter
3. Location
4. Date
5. Length of program
6. A few sentences about what you learned from the program

Additional Requirements:

- The experience must somehow relate to leadership, which can be broadly defined for this purpose.
- Your attendance must not have been required or related to extra credit for one of your classes; in other words, it should be something you chose to attend for your own personal growth.
- Finally, you must write-up the workshop within the same semester that you attend the event. If you attend the event over a break, you must write it up within the first semester following the break.

Other Notes:

- Each write-up submission is typically eligible for one *Skill Builder!* credit.
- Of the 15 *Skill Builder!* workshop credits you are required to complete by the SLFP, up to 5 may be written submissions. The remaining 10 credits must be obtained through the official *Skill Builder!* workshop series (www.nmu.edu/skillbuilders).