

# The Patricia J. Mitchell Leadership Institute

## Leadership Certificate Program

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

### **Program Requirements**

- Four-Five Courses (including Foundations of Leadership and Capstone)
- 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.

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 Humanities or STEAM Leadership Certificate – she will pursue.

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### ***Leadership Certificate - Humanities***

All students must take:

- Foundations of Leadership
- Leadership Capstone — Students are free to select any leadership-related topic

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

African American Studies  
AP Government  
Human Rights, Holocaust and Genocide  
Publication Design (Yearbook)  
The Art of Storytelling  
Innovation, Entrepreneurship & Creativity  
Introduction to Economics  
Introduction to Journalism  
Introduction to Sociology  
*Introduction to Engineering\**

American Women’s History  
*AP Statistics\**, *Applied Statistics\**  
Public Speaking, Presentation, Performance  
1804 Ministry of Peer Leadership  
AP Economics (Macro/Micro)  
Introduction to Business  
Introduction to Psychology  
Introduction to Law  
*Introduction to Engineering Honors\**

\*These courses are only eligible for students graduating in 2025 and 2026.

Please also follow this link to our 2024-2025 Course Catalog for reference: [Course Catalog 2024 - 2025](#)

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

All students must take: Foundations of Leadership and Leadership Capstone - Students must select a STEAM-related leadership topic for their Capstone project.

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

Science	Technology	Arts	Mathematics
AP Biology AP Chemistry AP Environmental Science AP Physics C - Mechanics AP Physics C - Elec & Mag Anatomy & Physiology (H) Conceptual Physics (Acc) Physics (H) Environmental Systems (Acc) Forensics Science I and/or II (Acc) Public Health (H) Introduction to Engineering Introduction to Engineering (H)	AP Computer Science AP Computer Science Principles CAD CAD II Computer Science Discoveries Engineering through Robotics IT Fundamentals	Theatre II Dance II Dance Company Playwriting Performance Choir Orchestra Contemporary Art Studio Graphic Design Interior Design Digital Photography Portfolio AP 2D Design	AP Calculus AB AP Calculus BC AP Statistics Applied Calculus(Acc) Applied Calculus Applied Statistics

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

- Intensive study of a leadership topic selected by the student.
  - o Students in the *Leadership Certificate* track may select any topic related to leadership.
  - o 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 or Senior year with selection of Capstone topic.
- Initial research may be performed (and is encouraged) in summer prior to Senior year.
- Is part of the student’s schedule of courses either in Spring of Junior year or in Senior year (in one semester).
- Conduct an in-depth research project, including original research, related to her topic.
- 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.

- 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. Freshmen are eligible to receive leadership service hours that count toward their 25-hour minimum.
- 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. 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
- 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.
- Decisions regarding acceptance will be made in April of Freshman year.