

Student Certificate Progress Tracking Form

Student Information

Name _____

Company _____

Address _____

Phone _____ Fax _____

E-mail _____ Other _____

To earn a certificate, students must complete 3 requirements in the program: theoretical; applied activities; and attendance at professional development workshops.

1 Theoretical

Student must complete either option A or option B

- | | |
|---|------------------------------------|
| <input type="checkbox"/> <i>Option A:</i> AAD 420/520 Event Management
(credit course) | Completed
Term _____ Year _____ |
| <input type="checkbox"/> <i>Option B:</i> Foundations Workshop
(2-day non-credit workshop) | Term _____ Year _____ |

2 Applied (credit portion)

Student must complete 6 credits of practicum or special topics.
*must be approved and supervised by AAD faculty

- | | |
|---|------------------------------------|
| <input type="checkbox"/> *AAD 409/609 Practicum (4 credits) | Completed
Term _____ Year _____ |
| <input type="checkbox"/> *AAD 406/606 Projects (2 credits) | Term _____ Year _____ |

3 Professional Development (non-credit)

Student must attend at least 6 workshops.

- | | |
|---|----------------------|
| <input type="checkbox"/> Workshop Title _____ | Date Completed _____ |
| <input type="checkbox"/> Workshop Title _____ | Date Completed _____ |
| <input type="checkbox"/> Workshop Title _____ | Date Completed _____ |
| <input type="checkbox"/> Workshop Title _____ | Date Completed _____ |
| <input type="checkbox"/> Workshop Title _____ | Date Completed _____ |
| <input type="checkbox"/> Workshop Title _____ | Date Completed _____ |

(check brochure or website for a complete list of workshops available)

Advising Sessions

