

UC San Diego

GRADVANTAGE

WHAT IS GRADVANTAGE?

This certificate is part of a campus-wide initiative called Gradvantage. Gradvantage was designed to provide a suite of resources to help participants develop essential leadership, teamwork, and communication skills to become successful leaders in their field. Gradvantage also includes monthly Career Nights to network with industry professionals, communication workshops, and other programs and resources. For a full description of Gradvantage offerings, please visit the [Gradvantage website](#).

ABOUT THE LEADERSHIP AND TEAMWORK CERTIFICATE

What is the Leadership and Teamwork Certificate?

The UC San Diego Extension [Specialized Certificate in Leadership and Teamwork](#) program focuses on leadership, teamwork, and project management. Throughout the program, students will implement these skills by working on teams to manage hands-on campus projects. The culmination of the program will include a showcase of the students' projects to campus leaders, industry guests, and the general public. Upon completion of the program, students will be empowered to transition into their career pursuits.

How will I benefit from earning the certificate?

In today's job market, an increasing number of companies seek candidates with strong "soft skills" to complement their technical skills and expertise. Regardless of the field, qualities such as solid communication skills, self-awareness, time management, and the ability to function on diverse and collaborative teams are highly sought-after. The certificate in Leadership and Teamwork is designed to equip UC San Diego graduate students and postdoctoral scholars with these skills to help them excel in any working environment.

Program Objectives

Students of the Leadership and Teamwork certificate program will:

- + Understand your strengths, preferences, styles, and areas for development to improve your leadership capacity
- + Discover best approaches to make teams work together and how to improve their dynamics
- + Enhance presentation skills by developing effective messaging and perfecting delivery according to the audience
- + Develop an appreciation for individuals with different roles and responsibilities in interdisciplinary projects
- + Learn to communicate effectively and efficiently with fellow team members, direct reports, and stakeholders, who may have different backgrounds and areas of expertise
- + Gain an understanding of Project Management tools and techniques
- + Practice your newly acquired skills and build your resume while making an impact through a real life project

Who is eligible to participate in the certificate program?

Any current UC San Diego graduate student or postdoctoral scholar in good standing is eligible to be considered for acceptance into the certificate program. Each year, one cohort of fifty students will be admitted into the program.

What experience or skills are required prior to applying for this program?

Applicants to the certificate program must be current UC San Diego graduate students or postdoctoral scholars. Other than that, no specific skills or experience are required to apply to the program.

What courses must I take to complete the certificate?

The Leadership and Teamwork certificate consists of three required courses of three units each. Courses must be taken sequentially, as listed below. Students accepted into the program will complete the courses with a cohort of fellow students. Each cohort will have approximately forty students.

Course Title	Units	Fall	Winter	Spring
Effective Leadership and Teamwork in the Workplace	3		X	
Leadership and Teamwork Practicum	3		X	
Project Management for the Collaborative Workplace	3			X
Total Units	9			

All three courses are required.

Are there any prerequisites to the certificate program?

There are no prerequisites for the certificate program.

Can any of the courses be waived if I have taken a similar course elsewhere or have equivalent working knowledge?

The certificate program is designed to be a comprehensive experience, completed from start to finish by the same cohort of students. Due to this team-oriented nature of the program, you may not waive any of the program's courses.

How much does the certificate program cost?

The full cost of the program is \$395 (vouchers not accepted), broken down as follows:

- + \$95 certificate fee upon acceptance into the program (Fall)
- + \$100 course fee for [Effective Leadership and Teamwork in the Workplace](#) (Winter)
- + \$100 course fee for [Leadership and Teamwork Practicum](#) (Winter)
- + \$100 course fee for [Project Management for the Collaborative Workplace](#) (Spring)

Do I need to pay for the program up-front?

You do not need to pay for the entire program at once, but you will need to pay per class at the time of enrollment. Vouchers not accepted.

Is there an application fee?

There is no application fee; however, upon acceptance into the program, there will be a certificate fee. The certificate fee is \$95.

How do I apply to the certificate program?

STEP 1: If you have a My Extension account, skip to Step 2. If you do not have a My Extension account, go to myextension.ucsd.edu, click "Create an account" on the right side of the page, and follow the instructions to create an account. Once you have a My Extension account, continue to Step 2.

STEP 2: Click on the yellow "Apply Now" button on [the certificate information page](#). Complete the required fields on the application. Then click the "Save" button. Once you have saved the application, the "Submit" button will appear. Click the "Submit" button to submit your application for review and consideration. Once submitted, your application cannot be changed. You can track the progress of your application at [My Extension](#).

What are the conditions for admission into the program?

To ensure a diverse cohort, applicants will be evaluated based upon:

- + Year in program and/or advancement to candidacy status
- + Area of study or research interest
- + Employment & volunteer history
- + Statement of interest
- + Resume or CV

While any UC San Diego graduate student or postdoctoral scholar in good standing is eligible to be considered for acceptance into the program, the Leadership and Teamwork certificate program is designed to best serve doctoral students in the 3rd or 4th year of their degree program. Where program capacity is limited, applicants with this profile will receive preference for admission.

NOTE: *Either a resume or a CV must be included with your application. It is not necessary to include both.*

When are the applications due? When will I know if I am accepted into the program?

Applications are due by **December 3, 2021**. Applicants will be notified of acceptance by **December 7, 2021**.

How many individuals will be accepted into the program?

Each year, one cohort of forty students (maximum) will be admitted into the program.

Can I apply to the certificate program at any time?

No. Applications will be accepted according to the schedule listed above. If you submit an application after the listed deadlines, you will not be accepted into the program and will be instructed to apply again the following year.

What do I do once I've been accepted into the program?

Upon acceptance into the program, you will receive an email directing you to the next steps to complete your enrollment in the certificate program, including paying the \$95 certificate fee.

How long does it take to complete the certificate?

Students will complete the full program in three consecutive quarters, starting in the winter and finishing in the spring. The first course begins the first week of January and the program concludes at the end of the third course at the end of June.

When are the courses scheduled?

Courses will run virtually (live online) Tuesday evenings from 6:00 PM to 9:00 PM.

Do I have to take the courses in order?

Yes, due to the nature of the program, courses must be taken in order.

Do I have to take all of the courses in the program? Can I just take one or two?

Due to the collaborative nature of the program, you must take all of the courses in the same year and they must be taken in order.

You've mentioned collaboration, projects, and teams. How does this work?

In the first course, [Effective Leadership and Teamwork in the Workplace](#), students are asked to review projects they are interested in

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working on from a list of campus initiatives identified through the Vice Chancellors' offices. Based upon your choices, the program instructors and administrators will strategically place you teams to ensure diverse backgrounds in an attempt to simulate real world scenarios.

Your team will execute your project during the [Leadership and Teamwork Practicum](#), using the skills you have developed over the preceding course; showcasing your project to an audience of UC San Diego stakeholders, invited industry guests and the general public.

For the culmination of the program, the [Project Management for the Collaborative Workplace](#) course, you will work with team members and stakeholders to develop and a project using project management tools and techniques.

Is the program accredited?

UC San Diego is accredited by the Western Association of Schools and Colleges (WASC). UC San Diego Extension — like all other UC San Diego schools, colleges, and departments — is accredited by WASC through the University. All courses and certificate programs offered by UC San Diego Extension have been developed and are administered in accordance with Extension policy and the regulations of the Academic Senate of the University of California.

ABOUT THE COURSES IN THE CERTIFICATE PROGRAM

Can I take a course without being accepted the certificate program?

No. At this time, the courses in the certificate program are *only* open to students accepted into the program. However, UC San Diego Extension offers many open-enrollment courses in [Leadership Development](#), [Project Management](#), and [Organizational Management](#). Click on any of those links to browse courses in that area.

Once I am enrolled in the program, how do I enroll in the courses?

Prior to the start of each quarter, you will receive an email from the Leadership and Teamwork certificate program manager with instructions for enrollment into your courses.

If you did not receive this email, please contact Nathan Owens at nowens@ucsd.edu or (858) 534-8638

When is each course offered?

Courses are offered in the following quarters:

- + Winter: [Effective Leadership and Teamwork in the Workplace](#)
- + Winter: [Leadership and Teamwork Practicum](#)
- + Spring: [Project Management for the Collaborative Workplace](#)

Schedule

Students will complete the full program in two quarters, starting in Fall and finishing in the Spring. Courses will run virtually (live online) Tuesday evenings during each quarter from 6PM to 9PM.

Program Orientation: December 14, 2021

Effective Leadership and Teamwork in the Workplace: January 4, 2022 – March 1, 2022

Leadership and Teamwork Practicum: March 8, 2022 – April 19, 2022

Presentations: April 26, 2022

Project Management for the Collaborative Workplace: May 3, 2022 – June 28, 2022

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How do I know where to go for class? Where are classes held?

All classes will be held virtually (live online) Tuesday nights from 6:00 PM until 9:00 PM. You will receive information about course meetings via email prior to the start of the quarter.

What are the instructors' credentials?

The program is taught by seasoned professionals and overseen by an advisory board of industry executives and hiring managers. You can view the advisor list on the [Leadership and Teamwork certificate webpage](#). The instructors for the program are:

Richard Mayhew

Rich Mayhew, B.A., is principal for Smart Solutions, a training and consulting company that helps organizations implement leadership and change strategies, develop individual leadership and management skills, and build effective teams. His clients span the high technology, aerospace, real estate, health care and financial services industries.

Dragos Craciun

Dragos Craciun, PMP, is a Certified Scrum Master, with over 17 years of international experience coordinating medium to large-scale projects from initiation through delivery, including scope definition, project objectives, cost/benefit analysis, business case, planning, implementing and closure. Dragos' specialty is in designing, implementing, testing and delivering Smart Card Payment Solutions (EMV) for Banking/Finance industry. He contributed to the creation of the PM "Toolbox" for GE Capital.

What are my grading options for each course?

To obtain the certificate, you must either take all courses for a letter grade or pass/no pass. You must earn a grade of at least a "C-" or a "Pass" in order to apply the associated units towards the certificate. A "Pass" grade is equivalent to "C-" work or better. Any courses taken as "Not for Credit" will not count towards the certificate.

What kind of credit do I earn from the courses? Is it accepted at other universities?

The courses in this program are post-baccalaureate, professional-level, credit bearing courses. Credit earned in these courses may lead to the award of a formal certificate by UC San Diego Extension or may be applied toward an academic degree or professional credential, *subject to the approval of the receiving institution*.

If you wish to transfer credit, it is your responsibility to confer with the receiving institution before enrolling, as each individual academic institution decides whether or not to accept Extension's credits.

What are the required textbooks?

There are no required texts for this course. All course materials will be provided and are included in the course fees.

How will I receive my final course grade?

Once the course is completed, the instructor has ten working days to submit your grades. Once grades have been posted, you can view and print them via [My Extension](#).

What if I am having trouble with Canvas or MyExtension?

Please contact Student Services at 858-534-3400 or unex-reg@ucsd.edu if you experience any issues logging in to any of our systems, including [Canvas](#) and [MyExtension](#).



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Who supports the Gradvantage Initiative?

Gradvantage is partnership between the [Graduate Division](#), [Graduate Student Association](#), [Career Services Center](#), [Office of Postdoctoral and Research Scholar Affairs](#), and [Extension](#). Gradvantage is funded by the [Office of the Chancellor](#).

HOW DO I GET MORE INFORMATION?

Leadership & Teamwork Certificate

For more information about the Leadership and Teamwork Certificate through UC San Diego Extension, please contact the program manager, Nathan Owens, at nowens@ucsd.edu or 858-534-8638. For administrative questions related to the Leadership and Teamwork Certificate, please contact Extension's Student Services Department at unex-reg@ucsd.edu or 858-534-3400.

Gradvantage

For more information about the Gradvantage initiative, please contact Shana Slebioda at sslebioda@ucsd.edu or 858-534-4310.