



Student Employee Excellence Development (SEED) Program Guidelines for Reflections and Projects



Level 1: Student Employee Excellence Certification

In addition to attending the required number of [workshops](#) and meeting minimum employment requirements, you must submit to the [Student Employment Coordinator](#), via email, a written reflection that addresses what you learned in the SEED Program and/or from your employment with the university.

The reflection should be **2 - 4 double-spaced pages** in length.

Please select and respond to one or two of the following prompts:

- What stood out to you? What surprised you, really clicked with you, interested you, or made you want to learn more?
- What will you do differently in your current student job based on what you've learned? (For example, what will you do more of or less of?)
- What are three major points you learned that you could share with someone in your same position to increase job performance?
- What is a career goal you're considering? How might you use your SEED training in your future career?
- What is one of your biggest strengths? How can you put that to work for you in your student job or future career? What is a quality you want to work on? What actions will you take, and/or what resources will you use, in order to work at this?

Level 2: Advanced Certification (includes a letter from the Associate Vice President for Human Resources, recognizing your achievement)

To earn an Advanced Certification, you must first complete the Level 1 requirements and attend at least four additional workshops (for a total of 10). In addition, you must complete a project that furthers student employee training at UT.

Here's a list of ideas for potential projects:

- Develop or enhance a student employee training manual (partial or full) for your unit.
- Conduct a short training session for other student employees in your unit based on information you learned in one or more SEED workshops.
- Create a PowerPoint or handout highlighting major points you learned in one or more SEED workshops, for use in a student employee training module.
- Write a business process for your student job. Include information and tools (e.g., checklists, contacts) that will help train future students in your position.
- Develop a project that helps to promote or enhance the SEED Program.

Once you've decided on a project, please contact the [Student Employment Coordinator](#) for approval before you begin. Some projects may also require your supervisor's approval.