The Rufus M. Jones Institute for Leadership
Audit Form

This form may be used as a resource to help participants track progress in the Rufus M. Jones Institute for Leadership. As you engage in experiences that meet the curricular requirements for the Institute, please make sure you keep a record of how and when you complete each of the following.

All participants will, upon full completion of these requirements, be asked to submit a completed Audit Form with the Capstone Reflection Essay/Project.

I. Foundational Components:

**Speakers, Discussions, and Workshops

1. ____________________________________________, Semester/Year: ___/___
2. ____________________________________________, Semester/Year: ___/___
3. ____________________________________________, Semester/Year: ___/___
4. ____________________________________________, Semester/Year: ___/___

**Conference or Retreat
(Ex: MLK Jr. Day Retreat, CPGC Retreat, Pre-Customs Training, SportsChallenge Captains Training, etc.)

1. ____________________________________________, Semester/Year: ___/___

**Leadership Course (Ex-Co Foundations Course)

1. ____________________________________________, Semester/Year: ___/___

II. Self-Designed Experiences:
**Internship, Externship, or Off-Campus Job**

Name of Program/Company: __________________________________________

Dates attended/worked: _____________________________________________

Description of duties and responsibilities: __________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

**On-Campus Leadership Experiences**

Please list all posts held on-campus and the time dedicated to each (in semesters):
Ex: Customs Person (2), Badminton Captain (4), Commencement Committee (3)
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

**III. Capstone Reflection Essay or Project:**
*Feel free to consult with Michael Elias, Sara Leader, or any Rufus Board member (hc-rufusjones@haverford.edu) regarding your ideas, or for support with your project/essay.*

Date submitted: ____/____/________