



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

Dear Reflection Partner,

Thank you for your willingness to serve as a reflection partner for a student participating in the UW-Madison Leadership Certificate program. We designed this aspect of the Certificate as a means of encouraging an additional vehicle for reflection in addition to the written component. For an overview of the program's requirements, please see the attached pamphlet. For a thorough description of every element of the Leadership Certificate, please visit our website at <https://cfli.wisc.edu/leadership-certificate-info-packet/>

We ask each student to choose a reflection partner as a part of their Leadership Certificate work. The partner can be a supervisor, professor, family member or colleague. The only requirement is that the reflection partner be someone who knows the student well and can provide honest and constructive feedback. We ask that the student meet with their chosen reflection partner at least twice during the course of their Certificate process. During the first meeting, we suggest that the student explain a little about the Leadership Certificate program, focusing on what drew them to it and what they hope to gain from the experience. Additionally, the student should share with you the results of the Leadership Competencies Activity. The second meeting should occur when the student is close to completing their certificate. At this point, we hope that you will be willing to read one or more of the applicant's essays and provide some feedback.

As a way of helping facilitate these meetings we encourage you to ask probing questions. Some examples are: Why did you choose the activities you did? What were some of the challenges you faced? What were some successes? What would you have done differently?

Thank you again for playing a key part in the UW-Madison Leadership Certificate Program! Don't hesitate to contact us if you have any questions about your role or the program as a whole.

Sincerely,

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