During the academic year, CAAP continues to provide support and direction while you navigate the university and engage with the UChicago community. In order to foster your continued holistic development, you are tasked with receiving 100 points (25 points from each of the four categories) by the end of the quarter. Once you do so, and provide proof of your endeavors, you will be given your quarterly stipend.

After providing artifacts/proof of your engagement throughout each quarter, you will leave your first year with a portfolio of information that outlines the things you’ve done, the ways you’ve grown, and the tools you can continue to use to be successful at the university.

The four portfolio categories are:

**Academic Inquiry:**
- Utilize the Core Tutors (5 points)
- Utilize the CAAP Tutors (5 points)
- Visit a professor during their office hours (10 points)
- Form a CAAP study group and meet (5 points)
- Complete 15 study hours in Harper (10 points)
- Participate in an Academic Skills Assessment Program visit/workshop (10 points)
- Attend a major-specific event/workshop (10 points)
- Ask for help from a research librarian (5 points)
- Ask your adviser (or professor) to lunch (10 points)
- Meet with Study Abroad staff to discuss programs (5 points)

**Community Engagement:**
- Have a discussion with your adviser about campus engagement (5 points)
- Attend an RSO meeting (5 points)
- Officially join an RSO or take on a leadership role (10 points)
- Attend an on-campus speaker (5 points)
- Volunteer through UCSC or outside community organization (10 points)
- Participate in your hall community (e.g., going to study break, engaging w/ SCAV) (5 points)
- Participate in Modus Vivendi through the Center for Leadership and Involvement (15 points)
- Plan a CCSS event (20 points)

**Self-Care:**
- Attend meditation hosted by Spiritual Life (5 points)
- Keep a sleep journal: Sleep for at least 7 hours each day for a week (10 points)
- Attend a group-fitness class at Ratner (5 points)
- Attend Wellapalooza or any other large-scale Health and Wellness program (5 points)
- Create a personal budgeting plan (10 points)
• Exercise for at least 30 minutes, 4 times during a week (5 points)
• Attend a Let’s Talk Session or appointment at SCS (10 points)
• Take a study break and explore a new area of Chicago (10 points)

Professional Development:
• Identify a professor whose research you’re interested in (5 points)
  o Email them in search of an internship/job opportunity (5 points)
• Meet with your career adviser (5 points)
• Create/update your resume (10 points)
• Create a plan for how you plan to spend your first summer (e.g., internship, research, work, rest) and share it with your adviser (10 points)
• Attend a CCSA 101 workshop (10 points)
• Attend a meeting with CCSA staff (10 points)
• Attend a Steps to Success program (5 points)

***To receive points for an activity that isn’t listed, you must obtain approval through Jeremy by submitting the Portfolio Approval Form (see attached).
Receiving your points

In order to receive your points for any particular activity, you must provide some type of proof.

There are 4 ways to receive points:

1. Submit the actual product
   a. In some instances, you will be creating a document (e.g., sleep journal or summer plan). Save the document/product to the google drive folder that was sent to you (please include dates when appropriate).

2. Take a selfie
   a. Most scenarios involve you attending something on campus. When possible, you could take a photo of yourself at the event (e.g., on-campus speakers, Wellapalooza, office hours)
   b. You must be in the picture, and it should be as clear as possible what you’re doing.
   c. Please include the date of the event with your submission.
   d. Save the photo to the google drive folder that was sent to you.

3. Obtain a signature
   a. If a photo isn’t possible/appropriate, you can obtain a signature (including e-mail address) of the facilitator of the event; this could be appropriate for advisor lunches, professor office hours, and other meetings with staff.
   b. You can obtain signature sheets from Jeremy in HM W403.
   c. Please submit signature sheets to Jeremy. If you prefer, you can scan them and save them to the google drive folder that was sent to you.

4. Sign In
   a. If you utilize the CAAP tutors or study hours in Harper, you will sign in and out while you’re there.