

***Skill Builder!* Write-up Instructions**

Skill Builder! write-up submissions must be submitted through a form on The Hub NMU.

Form Location:

Login to The Hub NMU > My Checklist (on the left hand side) > Block Name > Scroll down to *Skill Builder!* Write-Up > Click Submit Form

The form requires the following information:

1. Name of event
2. Presenter
3. Location
4. Date
5. Length of Program
6. A few sentences about what you learned from the program.

Additional Requirements:

- Must be a formal presentation or workshop.
- Your attendance must not have been required or related to extra credit for one of your classes; in other words, it should be something you chose to attend for your own personal growth.
- You must write-up the workshop within the same semester that you attend the event. If you attend the event over a break, you must write it up within the first semester following the break.

Other Notes:

- Each write-up submission is typically eligible for one *Skill Builder!* credit.
- Of the 15 *Skill Builder!* workshop credits you are required to complete, up to 5 may be written submissions. The remaining 10 credits must be obtained through the official *Skill Builder!* workshop series.