Faculty of Graduate & Postdoctoral Studies

The ABCs of the Professional Development Requirement

Faculty and Staff

The University of Alberta Professional Development Requirement includes planning and doing, by means of:

1) an individualized career plan document called an Individual Development Plan (IDP) and
2) the completion of eight hours of professional development activities inspired by the career plan.

The ABCs are as follows:

A Access the IDP workbook. Students can use the comprehensive Individual Development Plan (IDP) developed by GPS. Students who are returning to graduate studies after years of professional experience may wish to use the Individual Development Plan for Professionals (IDP Pro) workbook.

B Be specific. As part of the IDP, graduate students research three careers or goals, and these will be as diverse as the students and their field of study. Supervisors should review any department-specific requirements for professional development and guide students to complete those activities as part of the eight-hour requirement.

C Complete the IDP. Students can receive guidance through a two-part IDP workshop series or an *Online IDP Workshop (Part 2)*. There is also an IDP Review Guide for Faculty to have a conversation with their students.

D Deadlines. To help students take advantage of internships and other professional opportunities available on campus, there are deadlines for completion. The IDP must be finalized and reviewed by a supervisor or advisor.

E Eight hours of PD training. Students will find and participate in eight hours of PD training that interests them, inspired by their IDP and/or advised by their department. Many sessions can be found on the PD Workshop site and in campusBRIDGE.

F Forms. When both the IDP and eight hours of PD activities are finished, students need to submit a supervisor/advisor signed IDP/PD Completion Form to their department. The IDP is kept by the student.

G Goal setting. IDPs are used by professionals to help them achieve their life goals. We recommend supervisors or advisors to review it annually with their students.

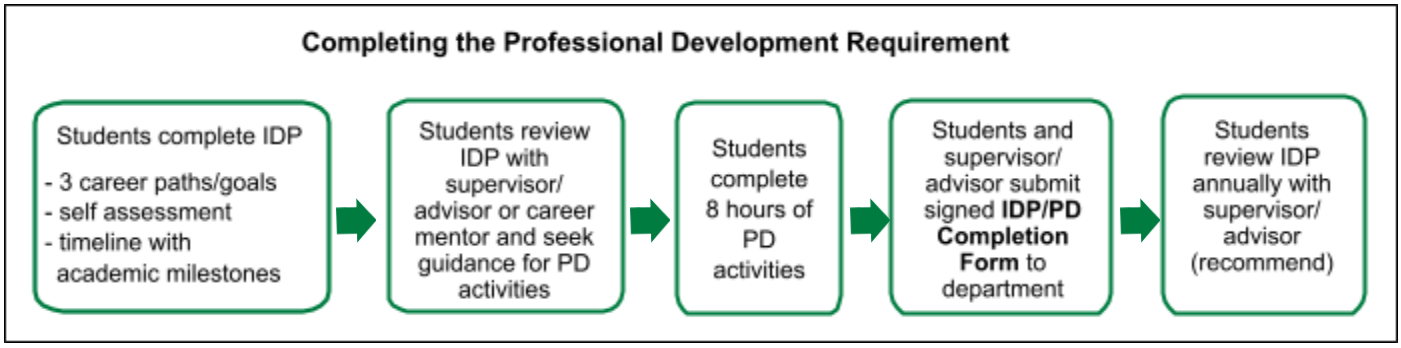
Completion Deadlines

IDP

- Within 12 months of commencement of a program for master's students
- Within 18 months of commencement of a program for doctoral students

Eight hours of PD activities

- By time of program completion for master's students
- Within 3 years of commencement of a program for doctoral students



Completing the Eight Hours of Professional Development Activities

As students complete the IDP self-assessment of their skills and attributes, they should be able to identify their career goals and skill gaps. Students are encouraged to find professional development training that aligns with their individual career interests to fulfil the eight-hour requirement.

What PD Training Can Count Towards the 8 Hours

PD training can take place on or off campus, and may include workshops you participate in through your professional work/employment role. A PD activity fulfils the U of A PD Requirement if it contributes to the acquisition of skills, knowledge or mindset and includes all of these three components:

- The PD activity must consist of formal training and include active learning, with an assessment component (self-assessment, reflection, quiz, write-pair-share or evidence of knowledge application). Learning activities under the tutelage of Indigenous elders fall under this component, where students may provide a self-assessment, application of knowledge, reflection or practice that aligns with the learning of Indigenous knowledge.
- The activity must fall outside of research methods training, capstone project, thesis or equivalent and required practicum. Practicums and internships that have assessment, reflection and feedback components can be applied toward the PD requirement (e.g., GSIP).
- The activity must support the career goals and/or seven skills and competencies identified in the IDP.

University Sanctioned Committees

Graduate students who are members of university-sanctioned committees/boards (e.g., Graduate Students' Association, CTL Advisory Committee, Department Council) can apply to have two hours of PD credit for training achieved through their work experience training. Students will need to identify learning outcomes and how they were achieved during their experience. After students submit their form for approval by the committee chair/supervisor, a two-hour PD credit will appear in campusBRIDGE.

The Seven Skills/Competencies (As outlined in the IDP)

- Creativity
- Communication
- Confidence
- Scholarship
- Critical Thinking
- Ethical Responsibility
- Collaboration

What Activities Do Not Fulfill the Requirement?

The following (unless otherwise stated) do not fulfill the eight hour requirement:

- Presenting a talk or poster
- Teaching Assistantships, Research Assistantships, Mentoring
- Information sessions to highlight resources or programs

Reviewing the Eight Hours of Professional Development Activities

Students are expected to conduct their professional development activities with the same integrity they apply to all other areas of their graduate program. Students are responsible for keeping track and providing evidence of their training.Students can demonstrate that they have attended sessions through a variety of ways. Options include:

1. Provide a screenshot of their GPS training from the campusBRIDGE platform (listed under their events tab).
2. Students can have a presenter sign a Declaration of Attendance from the session/workshop they attended.
3. Many online courses provide students with a certificate of completion/participation.
4. Departments may choose to develop and use a PD record book.

Questions about the Professional Development Requirement can be directed to:

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