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May 29, 2017

Dear Grad Chairs, Supervisors and Administrators:

By way of reminder, we would like to provide the below and linked information regarding the Individual Development Plan (IDP), as many students will be approaching their IDP deadlines soon.
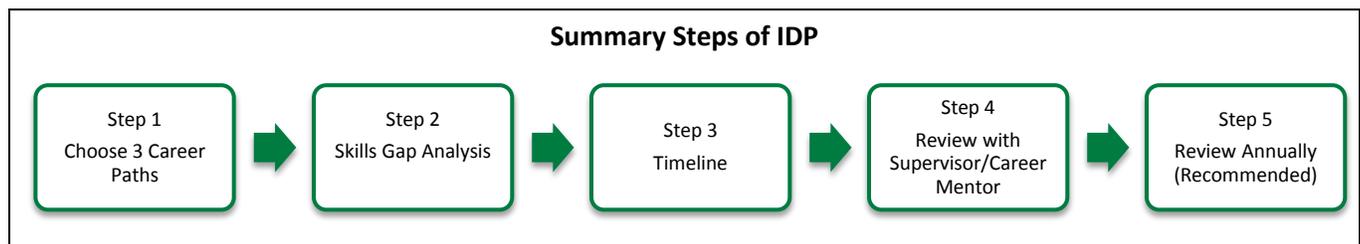
On April 29, 2015 a motion was passed at FGSR Council to include a professional development requirement for incoming students, including an Individual Development Plan and eight hours of professional development activities. As of Fall 2016 **all incoming students** (Master's and PhD) must complete the Professional Development (PD) Requirement. (There are a few of faculties/programs that complete the Professional Development Requirement *within* their programs and are therefore NOT required to complete FGSR's PD requirement.)

There are **two components** included in the Professional Development Requirement:

1. **Individual Development Plan (IDP)**
2. **8 hours of Professional Development (PD) activities**

The **UA Calendar** states that the IDP must submit an individualized professional development plan to the department for their program of studies within 12 months of the program's commencement for master's students and within 18 months of the program's commencement for doctoral students. As part of a student's program requirements, the UA Calendar stipulates that PD activities must be completed within the first 3 years for almost all doctoral students and time of completion for master's students.

FGSR has developed a **Workbook and Tip Sheets** that guides students through 4 main components of the IDP:

Summary Steps of IDP

| Step 1 Choose 3 Career Paths | → | Step 2 Skills Gap Analysis | → | Step 3 Timeline | → | Step 4 Review with Supervisor/Career Mentor | → | Step 5 Review Annually (Recommended) |

FGSR also runs a **3-part series** that supports students' completion of the IDP. This series runs on a regular basis and **registration** is open to all students. The Professional Development page of the **FGSR website** also offers several resources that support the completion of the IDP. Department sessions for faculty and/or students are available upon request, (contact Deanna, see below).

Generally speaking, supervisors will review the IDP with their graduate students; however, students are free to seek a career mentor who will review the IDP with them. For example, a student may wish to have his/her IDP reviewed by an individual who is working in a field in which he/she is interested. It is strongly recommended that students working with a career mentor share their IDP timeline for program completion with their supervisor. This will support open communication that is part of every healthy working relationship.

On August 21, an IDP Review Orientation for Faculty will be offered to provide guidance on framing the IDP conversation with students:

      10:00 AM – 11:00 AM   Orientation to PD Requirements
      11:00 AM – 12:00 PM   How to Review a Student's IDP
      Please register for one or both of these sessions under the 'For Faculty' tab, **here**.

Additional Resources for Faculty and Staff:
            FAQ for Faculty/Staff
            IDP Review Guide for Faculty
      Resources for Students on the Eight Hours of PD Activities:
            Completing the Eight Hours of PD Activities
            PD Opportunities Guide
      IDP Completion Resources:
            IDP Workbook
            IDP Tip Sheet
            IDP Timeline Tip Sheet
            FAQ for Students
            IDP Review Guide for Students

Questions about the Professional Development Requirement can be directed towards:

      Deanna Davis, PhD
      Professional Development Instructional Design Specialist, FGSR
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      780-248-5742

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      Professional Development & Community Volunteer Program Director, FGSR
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Sincerely,

Heather Zwicker, PhD
Vice-Provost and Dean
Faculty of Graduate Studies & Research
Killam Centre for Advanced Studies

UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE STUDIES & RESEARCH

PROFESSIONAL DEVELOPMENT

The ABCs of the Professional Development Requirement
Faculty and Staff

Note there are **two components** included in the Professional Development (PD) Requirement: the Individual Development Plan (IDP) and eight hours of Professional Development (PD) activities that can be found on FGSR Professional Development Requirement web page.

A **Access the IDP Workbook**. Download the Individual Development Plan (IDP) workbook**. If you would like guidance about how to fill out a form, please attend an Individual Development Plan (IDP) information session**.

B **Be specific.** Graduate students need to research 3 careers, and they will be as diverse as the students and their field of study. Supervisors should review any departmental specific requirements for professional development. Help students identify 8 hours of Professional development activities to complete early in their program.

C **Complete the IDP**. Guidance is offered to students in the format of IDP workshops 2 and 3. There are tip sheets to assist with the different parts of Completing an IDP and Building a Timeline.

D **Deadlines.** To help students take advantage of internships and other great professional opportunities available on campus, there are deadlines for the IDP and the eight hours of PD activities. The IDP must be finalized and reviewed by the supervisor or career mentor.
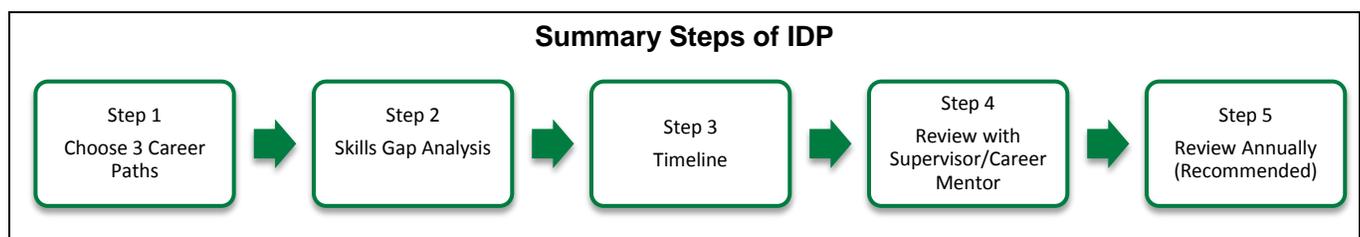

Deadlines for Completion

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

Eight hours of PD Activities

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

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E **Eight hours of PD activities.** Have students find, participate and log the eight hours of PD activities that interest them, are inspired by their IDP or that a supervisory committee would find helpful to the student. To count for PD credit, these activities are to be approved by the department. There is a PD Opportunities guide to help faculty and students navigate some of the options available. There may be other opportunities available through your department or professional associations.

F **Forms.** There are a few different ways to log PD hours. When both the IDP and eight hours of PD activity are finished, students need to complete and submit a Professional Development Requirement 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 career mentors review it annually with students.

Summary Steps of IDP

| Step 1 Choose 3 Career Paths | → | Step 2 Skills Gap Analysis | → | Step 3 Timeline | → | Step 4 Review with Supervisor/Career Mentor | → | Step 5 Review Annually (Recommended) |

Q: How do Supervisors review the IDP with their students?

1. Your student is responsible for setting up a meeting with you to discuss his or her IDP. In cases where students do not have a supervisor, the Graduate Coordinator can serve in this role.
2. The IDP Review Guide for Faculty is designed to support your conversation and can be found on the FGSR website Resources for Supervisors page.
   a. Beginning in August of 2017, the FGSR will offer faculty an IDP Review Orientation which will offer you guidance on framing the IDP conversation with your students.
3. Students also have an IDP Review Guide for Students that is designed to prepare them for this conversation and to determine what they would most like to get out of the conversation.
4. The IDP document is not kept with the students' records; however, you do need to sign off on your departmental form to indicate you have reviewed the document with your student.

Q: Where can I find PD opportunities for students and how will I know if they apply?

1. You can find PD Activities through a variety of sources, including:
   a. Events and Workshops page of the FGSR website,
   b. FGSR weekly Professional Development eBulletin to which all students are automatically subscribed (Faculty and staff can subscribe through the Professional Development page of the FGSR website),
   c. Departmental/faculty newsletters, and
   d. Professional associations.
2. PD Activities must follow the guidelines laid out by the FGSR.
   a. Departments/Faculties have the final say about what they will and will not count as PD hours. Departments/Faculties are encouraged to post this information on their websites.

Q: How do I know a student has completed their PD hours?

1. *Students are responsible for keeping track of the sessions they have attended and for safeguarding their proof of attendance.* Students are expected to conduct their professional development activities with the same integrity they apply to all other areas of their graduate program. Students can demonstrate that they have attended sessions through a variety of ways. Departments will determine what they consider acceptable evidence. Options include a
   a. Google sign-in is available at all FGSR events. Students receive a confirmation of their sign-in through email, which they retain as evidence of their attendance.
   b. Students can sign a Declaration of Attendance. (The presenter at the session/workshop also signs the form to verify attendance.)
   c. Online courses can provide students with a certificate of completion/participation.
   d. Departments may choose to develop and use a PD record book. Students verify their attendance by having session presenters sign the document.

Questions such as those above can be found in the FAQ developed for Faculty and Staff .

Questions about the Professional Development Requirement can be directed toward:

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Professional Development Instructional Design Specialist
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