

# Professional Development Opportunities Guide

---

## Professional Development Requirement

All incoming graduate students are required to complete the University of Alberta **Professional Development Requirement**, which includes the **Individual Development Plan (IDP)** and **eight hours of professional development (PD) activities**. Although a requirement for most new students, all students benefit from these career planning activities and are strongly encouraged to complete them.

The following are the opportunities to help students fulfill the requirement and fuel their careers:

## Sessions and Events

- The **IPD information sessions** is a three-part series to help graduate students understand how the IDP/PD requirement works and offers an opportunity for them to work on their IDP in a workshop style session, and assists them with determining their next steps. Part two and three count as professional development activity hours. Part two is also available as an **online course**.
- **MyGradSkills** features 18 free on-line sessions that take about an hour each and focus on career development, communication, entrepreneurship, research, and teaching & learning.
- **Professional Development Weeks**: Each year FGSR organizes a spring (May) and summer (July/August) PD Week that focuses on getting graduate students into the job market.
- **Graduate Teaching and Learning Weeks** take place in the Fall (August/September) and Winter (January) with a variety of sessions offered. These sessions focus on wide ranging topics related to teaching and communication principles.
- By completing the **Graduate Student Safety Certificate**, you will be safer, your lab will be safer and you will have an important additional qualification when pursuing opportunities in the future.
- Watch for FGSR's annual career symposium, **Invest in Your Future**.

## Resources and Career Counselling

- **Professional Development Resources**: Many career resources are available the FGSR website, from resume help to networking advice and past presentations.
- **Counselling and Clinical Services** offers a variety sessions that that help you understand common mental health topics, including depression, anxiety, dealing with stress and identifying students at risk.
- **Student Success Centre** offers wide-ranging sessions from managing major projects and writing sessions to creating engaging presentations. One-on-one individual consultations are also available and count as professional development. Some services involve a fee.
- **The Career Centre** offers support and advice to those looking for work in or outside of academia. Services include career coaching, individual advising (on career management, work search, CVs, resumes, interviews and LinkedIn profiles), the Transition to Career (T2C) program (online learning, coaching and experiential learning), funding for professional development, career fairs, employer information sessions, and online job postings. Some services involve a small fee.

## Internships, Mentor Programs, Job Shadowing, and Graduate Assistantships

Students can gain valuable work experience, develop a network, and explore various career paths through an internship, mentor program, job shadowing, or graduate assistantship.

- **Graduate Student Internship Program (GSIP)**: In partnership with the Career Centre, FGSR offers valuable work experience through paid internships in the private, public, and not-for-profit sectors.
- **Alberta Graduate Internship Listing** is a complete listing of internship opportunities.
- **MITACS Accelerate Internships** are open to students in all disciplines. Mitacs works to build partnerships that support industrial and social innovation in Canada.
- Mentoring opportunities:
  - The **Undergraduate Research Initiative**, WISEST and HRYS are opportunities for graduate students to build their supervisory and management skills in a low risk and short term commitment.

- The **Graduate Mentoring Program** offers the opportunity for mentors and mentees to regularly meet to work together to develop the skills, knowledge, attitudes, and connections mentees need as they transition into the world of work. There is a small fee for this service.
- **UAlberta Venture Mentoring Service** creates exciting opportunities for passionate students and entrepreneurs to connect with experienced mentors to inspire, engage, and learn.
- **Job Shadow Week:** Every November and February students have the opportunity to engage with professionals within Edmonton to gain valuable insight into careers in a specific sector.
- **Office of Sustainability:** Students can become an agent of change with **Leading Sustainability at Work** or a **Sustainability Scholar**, an internship program with the City of Edmonton.

## Graduate Teaching and Learning (GTL) Program

**The Graduate Teaching and Learning Program** is a multi-tier program that offers new and exciting opportunities for training in university instruction. GTL opportunities are initiatives designed to help develop the teaching and learning skills of graduate students. The GTL Program is open to all graduate students and post-doctoral fellows, and focuses on the practical side of teaching and pedagogical knowledge. There are 4 levels:

- Level 1: Introduction to teaching and learning: classroom basics
- Level 2: Developing practical teaching skills with feedback and reflection
- Level 3: Pedagogy and course design: deepening understanding
- Level 4: Building a foundation of scholarship in teaching and learning

- **Graduate Teaching and Learning Workshops:** Learn how to develop a teaching philosophy and dossier. Attend round table discussions on topics like assessment, flipping the classroom, and more.
- **Centre for Teaching and Learning (CTL):** Take advantage of CTL's teaching sessions offered year round. CTL can also provide one-on-one assistance with course development.
- **FGSR Teaching Circle:** The Teaching Circle is aimed at graduate students and the larger teaching community. Come and informally discuss teaching issues and grow a network of colleagues. For information email: Dr. Deanna Davis [deanna.davis@ualberta.ca](mailto:deanna.davis@ualberta.ca)
- **FGSR Teaching Circle Facebook Group:** Learn about teaching development opportunities across campus, develop a network of teaching colleagues, and stay current with teaching and learning trends.

## FGSR Community Volunteer Program

The **Community Volunteer Program** connects graduate students to the greater community. More than 500 graduate students volunteer in our community activities each year. This includes a partnership with the Edmonton Public Library "On the Edge: Speaker Series" and the Telus World of Science "Dark Matters."

The program recruits volunteers from all disciplines to share their knowledge and experience with students in kindergarten to grade 12 students and lifelong adult learners. For instance, there are opportunities for graduate students to rehearse their 3MT presentations for high school student audiences.

Join the **FGSR Community Volunteer Program Facebook Group** to find opportunities.

## Stay Informed

Sessions, events, internship, mentorship and volunteer opportunities and more...are all promoted through the newsletter and social media.

- **FGSR Professional Development E-Bulletin:** This weekly newsletter highlights professional development and volunteering opportunities across campus. **Sign up today!**
- **Like our Facebook Page** and/or **follow us on Twitter:** Learn about PD opportunities across campus, current with job market trends, and stay on top of important deadlines.

## Contact the Professional Development Team

Email: [gradpd@ualberta.ca](mailto:gradpd@ualberta.ca) Website: [uab.ca/gradpd](http://uab.ca/gradpd) (780) 492-0691