Completing the Eight Hours of Professional Development Activities

The University of Alberta Professional Development Requirement includes:
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.

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

Professional Development Activities Guideline*
A professional development activity fulfills the University of Alberta Professional Development Requirement if it contributes to the acquisition of skills, knowledge or mindset and includes all of these three components:
• comprises of formal training or active learning with an assessment component (self-assessment, reflection, quiz, write-pair-share, evidence of knowledge application)
• falls outside of research methods training, capstone project, thesis or equivalent, and required practicum
• supports the career goals and/or seven skills/competencies identified in the individual development plan

*Note: This updated professional development activities guideline applies to all sessions starting Fall 2017. Previous professional development sessions will still be recognized for professional development credit.

The Seven Competencies (As outlined in the IDP)
• Creativity
• Communication
• Confidence
• Scholarship
• Ethical Responsibility
• Critical Thinking
• Collaboration

What Activities Do Not Fulfill the Requirement?
The following (unless otherwise stated) do not fulfill the eight hour requirement:
• Sessions used towards the Ethics and Academic Integrity Requirement
• Information sessions to highlight resources or programs
• Teaching Assistantships, Research Assistantships
• Presenting a talk or poster
• Serving as a mentor
• Serving on a board or committee

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 of (and safeguarding) their own PD activities and for gathering the proof of attendance. Students can demonstrate that they have attended sessions through a variety of ways. Departments will determine what they consider acceptable evidence. Options include:

1. 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.
2. Students can sign a Declaration of Attendance. The presenter at the session/workshop also signs the form to verify attendance.
3. Many online courses provide students with a certificate of completion/participation.
4. Departments may choose to develop and use a PD record book. Students verify their attendance by having session presenters sign the document. Some departments record the Ethics and Academic Integrity Requirement this way.