

Department of Laboratory Medicine & Pathology Graduate Program

Professional Development Requirement

The Professional Development (PD) Requirement includes an individualized career plan document called an **Individual Development Plan (IDP)** and the completion of **8 hours of professional development** activities inspired by your career plan.

1. Complete an Individual Development Plan (IDP) includes the following:

- **Identify a Career Mentor** (may be the supervisor)
- **Identification of three career paths** to be explored
 - complete the IDP workbook to assist in identification of career paths
 - retained by student for personal reflection, not submitted to department
 - go to: <https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/individual-development-plan>
 - **For each career path prepare:**
 - a job summary
 - a list of qualifications, certifications, licensing
 - a list of required skills
 - justification and relevance to graduate program training

2. Develop a plan for 8 h of Professional Development (PD) activities:

- list the skills missing from the required list identified for the 3 career paths
- identify 8 h of PD activities to support development of the missing skills
 - collect supporting documentation if attendance
- prepare a timeline of academic program activities and 8 h PD activities:
 - during the first 2 years of a MSc program
 - during the first 3 years of a PhD program

⇒ Submit IDP plan & plan for 8 h PD to department:

- within first 12 months of MSc program; within first 18 months of PhD program
 - *must be reviewed with Career Mentor prior to submission*

Review updates of IDP and PD with Career Mentor at least once annually.

Report updates of IDP and PD at Supervisory Committee meetings.

***Upon completion of PD Requirement

- Verify completion with Career Mentor
 - review supporting documentation
 - obtain signature of Career Mentor on *PD Requirement Completion* form
- Submit *PD Requirement Completion* form with documentation to Grad Coordinator for signature
 - before the end of year 2 of MSc program
 - before the end of year 3 of PhD program
- Documents are retained in the student's file.

Refer to the FGSR website for further details, workshops and resources regarding the PD requirement:

<https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement>