Individual Develop Plan (IDP)

Student Orientation

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Today

• Why the Professional Development requirement?
• What is an Individual Development Plan and how do I do one?
• PD Guidelines
• What support is available to me?
Think about several career options early in your program

Complete an IPD
Pursue PD
All graduate students (Masters/PhD) must complete:

- Individualized Development Plan (IDP)
- 8 hours of Professional Development Training

Global recognition that successful graduate programs must assist grad students/postdocs transition into all sectors of work
What are the Completion Deadlines?

• Individual Development Plan
  • Within first 12-18 months of Master's/PhD
• Professional Development Hours
  • Master's--by time of completion
  • PhD--within first 3 years

Image: https://goo.gl/images/Ln1aTC
Why the IDP & PD Hours?

PhD Graduates Employment Stats (2011)

• 18.6% full-time professors
• 21.4 part-time, research, TAs, administrators
• 60% employed outside post-secondary
Why the IDP & PD Hours?

Graduate students find it challenging to transition into non-academic careers

• Underdeveloped professional skills & network
• Difficulty articulating skills gained through grad studies
• Limited awareness of non-academic careers
Why the IDP & PD Hours?

Employers’ Perspective

• Explicit demand for PhDs weak (starting salaries for PhDs are low)
• Limited awareness and misperceptions about value of PhD hires
• Express concern over graduate students' soft skills
Why the IDP?
The Broader Context

- Commonly used in workplace
- Tool for career and personal development
  - Help set & achieve short & long-term career goals
  - Improve current job performance
  - Performance measure

Image: https://goo.gl/images/6WDBy3
Students/post-docs who completed IDPs

• Felt more productive
• Felt more prepared for the job market
• Completed programs sooner
Other Benefits of the IDP

- Timely completion of programs
- Think about & plan for different career paths
- Open dialogue with supervisor
- Reevaluate projects
- Gain mentorship and career guidance
- Skills translation
IDP Workbook

Student Resources

Word Doc Available at: https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/idp-workbook-and-tip-sheets
The Individual Development Plan (IDP) is widely used in the workplace to assist employees in mapping out and achieving their career goals. Students who complete an IDP finish their programs faster and have an easier transition into the workplace. Using the IDP, you will identify activities and actions that align with your career goals and will develop a plan to address skills gaps you would like to strengthen. As you prepare your IDP and Professional Development direction here are actions you may want to consider.

**Tips**

1. **Take adequate time.** It can take more than a day to really explore career options. Follow current trends about job markets. Keep an open mind about various career paths. Many positions such as tenure track jobs have limited openings and therefore you need to plan for more than one path. Consider carefully your career goals and values and be realistic about your career path. Recognize your career directions may also change over time.
2. **Secure funding.** Funding options might include Teaching or Research Assistant (TA/RA) positions, scholarships/grants, internships, and other forms of employment on and off campus. Funding can lead to experience in the workplace and the opportunity to explore career options.
3. **Understand your academic requirements.** You need to plan your academic progress to successfully complete your program. This includes planning for scholarship/grant applications, candidacy exams, ethics and IPD/PD requirements. Find out early what your requirements are and be aware of any deadlines associated with them.
4. **Prioritize.** Develop long-range and short term plans that considers coursework, program requirements, research and publication, family and work obligations, and personal goals. Schedule your time and do the important things first. Map out a monthly or week-by-week basis ensuring that it aligns with your long-range plan for program completion.
5. **Double the time.** Unexpected challenges can and do arise. Most people underestimate the time needed for experiments, the acquisition of data, and securing primary/secondary resources. Build in contingency plans. Securing travel visas, funding, and permissions to gain access to library materials can take time. What will you do if these things fall through?
6. **Consider other schedules.** Your program will require you to work with other people and perhaps booking access to other facilities. You will need to consider the availability of your supervisor and/or committee members as you plan your research and meeting major academic milestones.
7. **Get it done.** Whether you are thesis or course based, your program is a stepping-stone in your career path. Recognize that you will not be able to explore all the complexities of the questions you are exploring in your research or studies. Complete your program and move on.
8. **Practice good communication.** Understand your supervisor’s expectations and share your own. Provide a schedule of what you hope to accomplish short and long term and meet regularly with your supervisor/committee to discuss your progress.

Available at: [https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/idp-workbook-and-tip-sheets](https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement/idp-workbook-and-tip-sheets)
IDP Steps for Completion

1. Identify 3 Career Paths
2. Skills Gap Analysis
3. Develop a Timeline for academic milestones and PD activities
4. Review/discuss with supervisor /career mentor
5. Re-evaluate [Recommended]
1. IDP

Identify Career Paths

- What do I consider career success?
- What are my long and short term goals?
- What are my values?
- What would a sustainable career path look like?
- What required skills do I need to develop or cultivate?

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<th>Career Path</th>
<th>Reasons</th>
<th>Skills Required Development</th>
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Researching Career Options

1. IDP

- Career Centre at University of Alberta
- Speak with faculty members
- LinkedIn
- Society/Associations/Organizations in Discipline
- Alberta Learning Information Services (ALIS)
- North America Industry Classification
- National Occupation Classification
- US Department of Labor
- What Can I Do With This Major - [www.isu.edu/career/majors/default.html](http://www.isu.edu/career/majors/default.html)
- [www.jobbank.gc.ca](http://www.jobbank.gc.ca) (Government of Canada)
- [www.jobs.alberta.ca](http://www.jobs.alberta.ca) (Government of Alberta)
- [www.academia.edu/Jobs](http://www.academia.edu/Jobs) (Academic, Research Assistant, Postdocs)
- [http://www.universityaffairs.ca/search-job/](http://www.universityaffairs.ca/search-job/) (University Affairs Academic job postings)
- ALIS (Alberta Learning Information Service)
- glassdoor.ca
- [payscale.com](http://payscale.com)

Included in the IDP Workbook
Non-Disciplinary Skills Gap Analysis

Relative to chosen careers, students assess:

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

- Identified by UA Committee and PD Advisory Board
- Passed by FGSR Council and Graduate Faculty Council
Self Assessment: Step 2a – Creativity

Creativity is closely tied to critical thinking and it impacts the extent to which you to push disciplinary boundaries, solve problems effectively, and “think outside the box.” Creative thinking is also about your ability to balance logical thinking with creative energies. This balance allows your ideas to be developed, reimagined and marketed, or which easily lends itself to entrepreneurial thinking.

What role(s) do you think creativity plays in each of your career paths?

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<th>Career Path(s)</th>
<th>Role of Creativity</th>
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Please rate your creativity skills on a scale from 1 (lowest) to 5 (highest):

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<th>Ability to</th>
<th>Rating</th>
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<td>Problem solve using new solutions/approaches</td>
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<tr>
<td>Verify workability of creative ideas</td>
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<tr>
<td>Develop and implement creative ideas</td>
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<tr>
<td>Innovate by questioning, experimenting and networking</td>
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<tr>
<td>Collaborate creatively within a team</td>
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<tr>
<td>Make connections among diverse ideas</td>
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<tr>
<td>Balance logical and creative thinking</td>
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<tr>
<td>“Think on your feet”</td>
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<tr>
<td>“Think outside of the box”</td>
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<tr>
<td>Pose new research questions</td>
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<tr>
<td>Push disciplinary boundaries</td>
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<tr>
<td>Answering questions at a conference</td>
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<tr>
<td>Link ideas to new services and products</td>
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1. IDP Timeline

• Develop timeline for program completion
  • Academic milestones
  • Plans for PD activities based on skills gap analysis
  • Personal and work commitments
The Individual Development Plan can be a powerful tool in completing your graduate studies and career management. To be really effective, though, you must develop a timeline that considers a variety of factors for completing your program of study and the professional development activities that develop the skills you’d like to strengthen. Having a broad view of the factors that influence when and how you will achieve your goals will assist you to develop a realistic and comprehensive plan that can be achieved within the timeframe laid out.

When developing your timeline, think about when you want to complete your program and work backwards. Consider both long (goals for the more distant future) and short term (goals for the near future) goals. Completing your coursework, handing in your research proposal, and completing your professional development requirement are examples of long-term goals. Weekly goals such as working 3 hours per day on your research proposal, exercising three times, and spending a day with family/friends are examples of short term goals. As you develop your timeline, ask yourself these questions:

1. **Course work**: What are the course requirements of my program? Are there required courses that are not offered on a yearly basis? How will I schedule my courses and when do I plan to have them completed?
2. **Supervision**: What are my supervisor’s expectations around how I spend my time (e.g. being in the lab, research and writing activities, professional development activities, teaching)
3. **Scholarship/grant applications**: What grant/scholarship applications will I put forward and how much time will I need to compile them? Are there activities I need to pursue to make my application competitive (e.g. leadership/research/volunteer/publication activities)? If I don’t secure funding, how will this affect my timeline?
4. **Work outside of academic program**: Do I need to work outside of my program (e.g. employment on or off campus not related to TA/RAships)? How many hours per week will I work? Is there travel time involved with getting to my place of work?
5. **Teaching responsibilities**: Will I have teaching responsibilities during my program either as a TA or a principal instructor? How much time will I need to allot for course development, developing class sessions and assessments, grading, and meeting with students?
6. **Research Assistantship**: Will I work as a research assistant during my program? How many hours per week do I need to set aside for this work?
7. **Candidacy preparation and exam (doctoral)**: What is the nature of candidacy exams in my department? How much time do I need to prepare for my candidacy exam? How long does the exam process take? When do I plan to take my candidacy exam?
8. **Research proposal**: What are the requirements for my research proposal? How long will it take me to complete the proposal before it can go to my committee for defense?
9. **Research**: How much time do I need for experiments, data collection, and analysis? Does my research depend on data/literature from other researchers/libraries/institutions? What is my contingency plan?
1. IDP
Starting Point for Building Your Timeline--PhD

Enrolled in Graduate Program

Year 1
- Academic Requirements
  - Course Work
  - Ethics
  - Research Proposal
  - Data Collection
  - Annual Committee Meeting

Year 2
- Academic Requirements
  - Candidacy Requirements
  - Publish 1st Paper
  - Annual Committee Meeting

Years 3-5
- Academic Requirements
  - Publish 2-4 More Papers
  - Annual Committee Meeting

Complete Graduate Program

Professional Development
- Create LinkedIn Profile
- Take PD Seminars
- IDP

Professional Development
- Take PD Sessions
- Identify Career Goals
- IDP

Professional Development
- Network
- IDP
Starting Point for Building Your Timeline--Master's

1. IDP

Enrolled in Graduate Program

**Academic Requirements**
- Course Work
- Ethics
- Choose Thesis Topic
- Data Collection

**Professional Development**
- Create LinkedIn Profile
- Take PD Seminars
- IDP

Complete Graduate Program

**Academic Requirements**
- [Courses]
- Annual Progress Review
- Thesis

**Professional Development**
- Take PD Seminars
- Network
- IDP
Long term Goals | Example

- Winter Semester
  - Complete 2 more courses, hand in research proposal, complete on-line course on MyGradSkills - Entrepreneurship and New Venture Creation
- Summer – Start research collection
- Fall Semester
  - Complete last courses, analysis of research, find position on a committee

Defend in February 2018

November 1, 2017: Send final dissertation draft to external reader

October 1, 2017: Send final dissertation draft to supervisory committee

September 1, 2017: Finish final draft of last chapter 5

July 1, 2017: Finish final draft of chapter 4

May 1, 2017: Finish final draft of chapter 3

March 1, 2017: Finish final draft of chapter 2

December 15-30, 2016: Christmas break

October 1, 2016: Finish final draft of chapter 1

August 1, 2016: Finish final draft of Introduction

June 1, 2016: Defend Dissertation proposal
# Short Term Goals

Plan your week and get things accomplished!

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<td><strong>Class</strong></td>
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<td><strong>Get research papers</strong></td>
<td><strong>Research proposal</strong></td>
<td><strong>Research proposal</strong></td>
<td><strong>Research proposal</strong></td>
<td><strong>PD - Leading seminars</strong></td>
<td><strong>Research proposal</strong></td>
<td><strong>Family All Day</strong></td>
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<td><strong>Study</strong></td>
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<td><strong>Study</strong></td>
<td><strong>Work</strong></td>
<td><strong>Tutor</strong></td>
<td><strong>Netflix</strong></td>
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January-Week 1
Completing YOUR IPD

4. Evaluate

• Review and revise with supervisor/mentor(s)
  • What is working well?
  • What needs to change?
  • Assess progress, expectations, changing goals
  • Assess skills still to be developed

Review quarterly on individual basis; annually with supervisor recommended
What counts?

Sessions, workshops, training related to:

- Professional Practice
- Career Development
- Entrepreneurship
- Teaching
- Skills Training
- Mentorship
- Internships

What does not count?

- Sessions counted towards ethics
- Attending a research conference/society meeting
- Presenting a research paper/talk
- Giving a performance/concert
- Information sessions

2. PD Activities

Graduate students are required to complete the University of Alberta Professional Development requirement which includes the Individual Development Plan (IDP) and 8 hours of professional development (PD) activities. Completing PD activities is an important part of your career development, and it is important to align these activities with your career goals.

You can identify activities and resources that align with your career goals, and check any skills gaps you would like to strengthen. This is an excellent opportunity to complete the 8 hours of professional development activities.

There are several ways to fulfill the activities requirement including attending professional development seminars, attending information sessions about resources or opportunities, giving a performance or concert, presenting a research talk or poster, attending a research conference or society meeting, sessions counted towards ethics, internships, mentorship, teaching, and entrepreneurship.

These activities include:

1. Professional Practice: This includes topics such as time management, project management, interpersonal communication, being an effective team member, using strategic thinking skills, promoting creative thinking skills, and so forth.
2. Career Development: This includes topics related to starting a first career, academic, teaching and researching at post-secondary institutions, resume writing, career forums, networking, preparing for job interview and so forth.
3. Entrepreneurship: This includes topics related to starting a business, self-employment, and entrepreneurial training. Examples for these topics are hosted by the ABCampus, TEC Edmonton, Career Centre, MyGradSkills, TedEd, Design Thinking, and various on- and off-campus units.
4. Teaching: This includes topics related to teaching and can also be resources for the Graduate Teaching and Learning program. Sources for these topics are hosted by the FGSR, MyGradSkills, Centre for Teaching and Learning, and various on- and off-campus units.
5. Skills Training: This includes training for safety sessions, learning additional software tools, attending workshops for skills outside the domain of their research.
6. Mentorship: Only formal mentorship programs that assist the student with career development can apply. Sources for these topics are hosted by the FGSR, MyGradSkills, human resources, and various on- and off-campus units.
7. Internships: Students can meet the 8 hour requirement by participating in a registered internship program and identifying skills and attributes gained during this experience. Available programs include Mitacs Accelerate, Sustainability Scholars and the Graduate Student Internship Program.

What is not considered PD?

- Sessions also used towards ethics.
- Attending a research conference/society meeting
- Giving a performance or concert
- Information sessions about resources or programs

Available at: https://d1pboq36ruqm0t.cloudfront.net/-/media/gradstudies/professional-development/professional-development-requirement/8-hours-of-professional-development-activities/2016-08-10-completingprofessionaldevelopmentactivities8hours.pdf-1.pdf
Professional Development Opportunities

Professional Development Requirement
Beginning in Fall 2016 all incoming graduate students are required to complete the professional development requirement, which includes the Individual Development Plan (IDP) and 8 hours of professional development activities. All students benefit from these activities and are strongly encouraged to complete them. This requirement will allow you to plan and prepare for where you want to be at the end of your graduate program.

- **Individual Development Plan (IDP)** – The IDP is a critical part of graduate student professional development and is a tool to assist your career planning.
- **8 Hours of Professional Development Activities** – Keep track of your professional development activities and learn what is applicable.

View resources below which will assist you with reaching your professional development requirement:

- **IPD Training Sessions**: This three-part series will help you understand how the IDP/PD requirement works, offer you an opportunity to work on your IDP in a workshop style session, and assist you with determining your next steps. Get ahead and start planning your career now.
- **FGSR Professional Development E-bulletin** – This weekly e-bulletin highlights professional development opportunities across campus. Don’t miss out on new opportunities, sign up today!
- **Professional Development Weeks** – Each year FGSR organizes a Spring (May) and Summer (July/August) PD Week that focuses on getting graduate students through their programs and into the future job market.
- **MyGradSkills** features eighteen free on-line sessions that take about an hour and focus on career development, communication, entrepreneurship, research, and teaching & learning.
- **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.]
- **Office of Sustainability** – Become an agent of change with Leading Sustainability at Work. Help take action for the environment, building community, creating safe workplaces and supporting workplace diversity and inclusion.
- **Presentations and Tip Sheets** – Access FGSR’s presentations and tip sheets on communication, professional practice and student life.
- **Preparing for the Job Market** – Access FGSR’s resources on preparing for the job market with tip sheets on numerous topics from personal branding and networking to tapping into what employers are looking for and resume writing.
- **Like our Facebook Page** – Learn about PD opportunities across campus, current with job market trends, and stay on top of important deadlines.

Internships, Mentor Programs, Job Shadowing, and Graduate Assistantships
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. Apply today!
- **Career Centre** – Located in SUB this support unit provides sessions on entrepreneurship, career mentorship, resume building, and career planning. [Some services involve a small fee.]
- **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.
- **Alberta Graduate Internship Listing** – Access 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.
- **Graduate Teaching and Research Assistantships** – Teaching and research assistantships provide valuable experience and financial support for graduate students.
- **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 with Job Shadow Week.

Available at: [https://www.ualberta.ca/graduate-studies/professional-development](https://www.ualberta.ca/graduate-studies/professional-development)
Students are responsible for

• Keeping track of PD activities
• Providing "evidence" for PD activities

Options:

• Student Declaration of Attendance Form (non-FGSR events)
• Google sign-in (FGSR events)
• Workshop/course certificate of participation/completion
• FGSR Record of Activities
Declaration of Attendance

Note: This statement, once signed and presented, will be evidence of attendance for partial fulfillment of the Professional Development requirement.

This note is to verify that

Name: ____________________________________________________________

Student ID: ____________________

has attended: ______________________________________________________

on Date: _______________________

located at Bldg/Room (City if not at UofA): _____________________________

for a time of Hours: ___________________

Signature of Presenter/Host/Coordinator

________________________________________

I make this statement conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath and that misrepresentation of facts may be found to be a violation of the Code of Student Behaviour and be sanctioned accordingly.

________________________________________

Student Signature Date
This record may be given to your Department/Faculty or kept for personal purposes.

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<th>Description of Professional Development Activity</th>
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**Total Hours**

Note: A minimum of 8 hours of training in Professional Development is required.

I make this statement conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath and that misrepresentation of facts may be found to be a violation of the Code of Student Behaviour and be sanctioned accordingly.

_________________________  ___________________________
Student Signature               Date
My IDP and PD Hours are done. What's next?

- Lists PD Activities
- Verifies IDP completion
- Verifies student is exempt (entered program prior to Fall 2016/department exempt)
- Signed by student, supervisor/mentor, and graduate coordinator/administrator

Available at: https://d1pbog36ruqm0t.cloudfront.net/-/media/gradstudies/forms-cabinet/records/professional-development/idp-and-pd-completion-form.pdf
IDP Training & Support

• 3-Part Training Series
  – Part I: IDP Orientation
  – Part 2: Get it Started Workshop
  – Part 3: Next Steps
• Resources (FGSR PD Website)
• Beyond Graduate Studies-Managing Your Career (coming this fall--online)
• Department sessions upon request
• Faculty & Staff Training
A graduate education is not just about advancing research. Your professional development is also a key part of building your future career. And making yourself competitive in the global market begins the day you arrive on campus.

In this section

Events and Workshops
Learn more about our Professional Development events and workshops.

Professional Development Requirement
Complete your University of Alberta professional development requirement which includes the Individual Development (IDP) and 8 hours of professional development activities.

Graduate Student Internship Program (GSIP)
Secure a paid internship for mentorship, support and opportunity.

Student Employment
Explore student employment options including the Graduate Student Teaching Award.

Professional Development Resources
Reach your professional development goals by accessing multiple resources and tools through FGSR.

Graduate Teaching and Learning Program
Learn more about this initiative designed to develop the teaching and learning skills of graduate students.

FGSR Community Volunteer Program
Get involved with the many campus-wide FGSR Community Volunteer Program activities.

Registration now open for the two-day symposium designed to fuel your career

Read More
Graduate Teaching and Learning (GTL) Program
FGSR | PD Highlights

- Multi-tiered teaching program
  - 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 (Fall 2017)
FGSR PD Opportunities Highlights

- Graduate Teaching & Learning (GTL) Program
- GTL Weeks (August/September & January)
- FGSR Teaching Circle
- One-off sessions
- PD Weeks (May and July/August)
- Internships
- Mentorship Program

Professional Development Opportunities

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- Individual Development Plan (IDP): The IDP is a critical part of graduate student professional development and is a tool to assist your career planning. Learn more here.
- 8 hours of professional development – Keep track of your professional development activities and learn what is applicable to you here.

View resources below which will assist you with reaching your Professional Development Requirement:

- IPD Training Sessions: This three part series help you understand how the IDP/IPD requirement works, and how to plan and prepare for it. Work on your IDP as a workshop style session, and will assist you with a variety of career planning activities. Learn more here.
- FGSR Professional Development Bulletin: This weekly bulletin highlights professional development opportunities. To sign up, register here. Each week your FGSR signature is sitting down and turning into PD weeks that focus on getting graduate student through their programs and into the future job market. Learn more here.
- FGSR Professional Development E-Newsletter: Receive the latest news and updates on workshops, career development, and networking. Learn more here.
- FGSR Facebook Page: Learn about PD opportunities, internships, resumé writing, and more. Follow us here.
- Presentations and Tip Sheets: Access presentations and tip sheets on communication, professional practice, and network building. Learn more here.
- Preparing for the Job Market: Access FGSR resources as you prepare for the job market with tips sheets on resume building and networking to landing into what employers are looking for and career planning. Learn more here.
- FGSR Internships and Mentorship Programs: Internships, Mentor Programs, and Graduate Assistantships.

Graduate Teaching & Learning (GTL) Program

- Graduate Student Internship Program (GSIIP): To gain experience in the Career Centre, FGSR offers valuable work experience through paid internships in the private, public, and non-profit sectors. Learn more and apply here.
- Career Centre: Located in SUR this support unit provides services on entrepreneurship, career navigation, resume building and cover writing, learning the Fall Beyond Graduate Studies, Managing Your Career. This resource is designed to assist graduate students. Learn more here.
- Career Circle Matching Program – Learn more here.
- UAlberta Avenue Marketing Service – Learn more here.
- MyGradSkills.ca – Learn more here.
- UAlberta Graduate Internship Listing – Learn more here.
- Alberta Graduate Internship Listing – Learn more here.
- RICCA Accelerate Mentoring Listing – Learn more here.
- Graduate Teaching and Research Assistantships: Teaching and research assistantships provide valuable experience and financial support for graduate students. Learn more here.

Graduate Teaching and Learning (GTL) Programs

The Graduate Teaching and Learning Program is a multi-week program that delivers new and exciting opportunities for learning the teaching and learning pedagogical skills of graduate students. The Graduate Teaching and Learning Program is open to all graduate students. The program includes a range of teaching skills and strategies that will improve your teaching abilities and allow you to develop new teaching ideas and techniques. The program is designed to enhance your teaching skills and knowledge through a series of workshops and sessions. The program is divided into four main sections:

1. Personal Branding and Networking: This session focuses on developing your personal brand and networking skills. You will learn how to build a strong personal brand and network effectively.
2. Tapping into What Employers are Looking for: This session focuses on understanding what employers are looking for in terms of skills, experience, and qualifications. You will learn how to tailor your resume and cover letter to match the requirements of potential employers.
3. Preparing for the Job Market: This session covers the process of preparing for a job market and the various steps involved in this process. You will learn how to develop a strong job search strategy and how to optimize your resume and cover letter.
4. Managing Your Career: This session focuses on developing your career management skills. You will learn how to create a professional development plan and how to develop your skills and knowledge to achieve your career goals.

Beyond Graduate Studies: Presentations and Tip Sheets

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