

**ALBERTA SCHOOL OF BUSINESS PHD PROGRAM**  
**PROFESSIONAL DEVELOPMENT POLICY**

**INTRODUCTION**

Per the Graduate Program Manual Section 7.6 and the associated Calendar entry:

“The University of Alberta considers professional development to be an important component of any graduate student's program of studies. Professional development is the active acquisition of skills, knowledge, and mindset to fully realize one's strengths and potential in all environments. It sets up individuals for success in achieving their goals while giving them the ability to meet, exceed and adapt to personal, career, and societal responsibilities within the context of a changing world.

“All graduate students at the University of Alberta are **required to submit an individualized professional development plan to the department for their program of studies within 18 months of the program's commencement** for doctoral students. The plan is a career and skills assessment document that allows graduate students to consider their future careers and goals in an organized way and to map their participation in professional development activities in conjunction with their academic activities. Graduate students are **also required to spend at least eight hours on completing the activities proposed in their plan by year three** for doctoral students. Graduate students should consult directly with their department (or Faculty where non-departmentalized) as to specific professional development requirements.

“All graduate students must submit evidence of the completion of this requirement to their department.”

This policy outlines the acceptable activities for Business PhD students to complete their eight hour Professional Development (PD) requirement and applies to all students who started their program in September 2016 or later.

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.

**1. INDIVIDUAL DEVELOPMENT PLAN (IDP)**

As part of completing the required eight hours of professional development activities, we strongly encourage students to attend the in-person introductory workshop offered by FGSR. Attending Part 1: Orientation and Part 2: Getting Your IDP Started count as 1.5 hours towards the eight hour requirement.

## **2. PROFESSIONAL DEVELOPMENT (PD) HOURS**

There are many other PD workshop opportunities offered by FGSR. All of the activities sanctioned for PD credit hours by FGSR are allowable for PD credit in the Business PhD Program.

However, we recommend two hours of the eight required hours involve community engagement. There are three options available (each can be counted for two hours credit):

1. Participation in the 3MT competition in the School of Business.
2. Creation and submission of a video to the UAlberta Falling Walls Lab competition.
3. Engaging in “Research in a Suitcase” or other similar initiatives through FGSR’s Community Connect Program.

Lunch and Learn, or other workshops offered within the School of Business may be counted toward the other six hours of PD requirements if they have been pre-approved by the Associate Dean, PhD Program.

Activities outside of the School of Business and FGSR must be pre-approved by the Associate Dean, PhD Program.

Note: Workshops offered as part of the Graduate Teaching and Learning (GTL) program cannot be counted as PD credit hours. Workshops taken for credit towards the eight hour Ethics requirement are not eligible for PD credit.

Participation on the executive of the Business Doctoral Association (BDA) or the Business Research Conference (BRC) Committee can be counted for three (3) hours towards PD completion.

### **COMPLETION AND REPORTING**

Students must use the Individual Development Plan & Professional Development Completion Form found in the FGSR Forms Cabinet to record their PD activities and submit the completed form, along with documents confirming attendance at PD workshops and supporting evidence of community engagement activities, to the Business PhD office by the end of their third year in the program. Students who do not meet this deadline for completion risk a reduction in funding until the requirement is completed, and must also submit a Doctoral Program Three-Year Progress Requirements Extension form. Students who do not complete the PD requirement are not eligible to graduate.

### **Policy History**

Discussed and approved by Business PhD Policy Committee on January 24, 2020.

Revised October 15, 2020; updated October 12, 2022.