

## Department of Laboratory Medicine & Pathology

### Professional Development Requirement

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The University of Alberta **Professional Development (PD) Requirement** for graduate students is the first of its kind in Canada. It is student driven – meaning that you the student decide your possible career paths and the skills you need to develop to help you achieve your goals. These foundational skills are important as they will help you throughout your career. Just think – your next job may be as you imagined, or it might be a job that does not exist yet. So be flexible, be open, and dive into your PD requirement with enthusiasm! The PD requirement is all about you.

The PD requirement has two components:

- completion of an individualized career plan called an **Individual Development Plan (IDP)**; and
- completion of **eight hours of professional development activities (PDA)** inspired by your career plan.

#### Steps to complete the PD Requirement

##### **A. Complete LMP IDP**

1. Identify a career mentor.

The career mentor must be an Academic faculty member. This can be your supervisor or someone else. As you develop your IDP, you consult with your career mentor. Their role is to support you. This support may range from brief conversations to more in depth discussions.

2. Complete the *LMP IDP* (see pages 3 to 8).

You must complete the *LMP IDP*. Do not use an IDP from another source.

3. Review the *LMP IDP* with your career mentor.
4. You and your career mentor sign the *LMP IDP*.
5. Submit the signed *LMP IDP* to the LMP Graduate Program Office ([Impgrad@ualberta.ca](mailto:Impgrad@ualberta.ca)):
  - within first 12 months of MSc program.
  - within first 18 months of PhD program.

##### **B. Attend 8 hours of PD Activities**

1. Attend 8 hours of PD Activities (PDA).

You identified skills to be developed in the *LMP IDP*. Attend 8 hours of PDA that help you work on these skills.

2. After each PDA, collect proof of attendance. Examples include:
  - [campusBRIDGE](#) screenshot showing your name, the event, date, time, and "Attended"
  - signed [Declaration of Attendance](#)
  - Certificate of participation or completion.

##### **C. Submit Individual Development Plan & Professional Development Completion Form**

1. Fill in the *Individual Development Plan & Professional Development Completion Form*.

To find the form: go to LMP [Forms and Resources](#) website, select "FGSR - Forms Cabinet", select "Professional Development", and select the form.

2. Review the form with your career mentor. Ensure that you have a proof of attendance for each PDA.
3. You and your career mentor sign the form.

4. Submit the signed form and proof of attendance for each PDA to the LMP Graduate Program Office (Impgrad@ualberta.ca):
  - by the end of year 2 of MSc program.
  - by the end of year 3 of PhD program.
5. The LMP Graduate Studies Director reviews the documents and signs the form.
6. The LMP Graduate Program Office (Impgrad@ualberta.ca) notifies you that you have completed the PD Requirement.

**Note:** The *LMP IDP, Individual Development Plan & Professional Development Requirement Completion Form*, and proof of attendance for each PDA are retained in the student's file.

**Department of Laboratory Medicine & Pathology**  
**Individual Development Plan (LMP IDP)**

**Student:** \_\_\_\_\_ **Career Mentor:** \_\_\_\_\_

**Self-Assessment**

There are seven skills that employers look for in potential employees and that alumni have identified as being helpful in their life: creativity, communication, confidence, scholarship, ethical responsibility, critical thinking, and collaboration.\*

This self-assessment gets you thinking about your skills.

In the table below, rate yourself on each skill. Don't be too hard on yourself or agonize over the rating. This is just a starting point.

Optional: For prompts/statements that will help you evaluate your abilities, read the FGSR [Individual Development Plan, Second Edition](#), pages 9 to 21.

<b>Skill*</b>	<b>Rating*</b> 1 – Yet to be developed 2 – Developing 3 – Proficient 4 – Highly effective
<p><b>Creativity</b> Creativity is closely tied to critical thinking and it impacts the extent to which you 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, and easily lends itself to entrepreneurial thinking and innovation.</p>	
<p><b>Communication</b> An ability to communicate in a variety of contexts, with different audiences, and across cultures is essential in your professional life. This means communicating clearly and assertively, while demonstrating emotional intelligence and good listening habits. Communicating your ideas is essential in any entrepreneurial endeavour. Professional networking skills and exhibiting professional etiquette are also essential to your career success.</p>	
<p><b>Confidence</b> Self-confidence drives all other competencies and has a direct impact on your career success. Your willingness to self-reflect, take risks and decisive action, and be self-directed are all indicators of your confidence. Perseverance and resilience are critical components in the development of confidence.</p>	
<p><b>Scholarship</b> Whether it is in a course paper, presentation, capstone project, or thesis, scholarship brings together diverse skills that demonstrate your capacity to locate, interpret, and manage information. Scholarship is about not only your ability to develop a deep</p>	

<p>knowledge and broad scope of your subject field, but also your ability to generate and share knowledge with the academic community and public. For some, this can be applied to researching the market needs of a product or services, as required in entrepreneurship.</p>	
<p><b>Ethical responsibility</b> Your ability to conduct yourself with ethical responsibility is inextricably linked to all the skills you bring to your professional life. To act ethically means conducting yourself in a principled way, not only by observing specific codes of behaviour, but also by acknowledging others' work, carrying out ethical research, separating your personal and professional lives, and demonstrating good use of your time. Ethical responsibility is about demonstrating civic and social responsibility by sharing your research with society and advocating for the needs of others, a consideration required in entrepreneurship.</p>	
<p><b>Critical thinking</b> Critical thinking is a central skill in your professional life. Your mental agility and ability to examine, interpret, deconstruct, and critique information impacts your capacity to perceive/trouble shoot problems and to think strategically and creatively. Likewise, your ability to examine personal and disciplinary assumptions impacts your ability to ask perceptive and clearly defined questions. For those interested in entrepreneurship, skills such as market assessment, suitability of products and services, and re-imagining your ideas play a key role.</p>	
<p><b>Collaboration</b> The ability to collaborate, assume different roles within the team environment, and build working relationships is a crucial professional skill. Your ability to give and receive constructive feedback, have difficult conversations, and resolve conflicts are an essential part of collaboration. Entrepreneurship relies heavily on interacting with others, from networking to resolving technical issues.</p>	

\* from FGSR [Individual Development Plan, Second Edition](#), pages 9 to 21.

### Three Career Paths

Identify three possible career paths. (Space in boxes will expand to the amount of space you need.)

<b>Career Path 1:</b>	
Job Summary	
Qualifications, certifications, licensing	
Required skills (use the 7 skills above and/or other skills)	
Relevance to grad program training	
<b>Career Path 2:</b>	

Job Summary	
Qualifications, certifications, licensing	
Required skills (use the 7 skills above and/or other skills)	
Relevance to grad program training	
<b>Career Path 3:</b>	
Job Summary	
Qualifications, certifications, licensing	
Required skills (use the 7 skills above and/or other skills)	
Relevance to grad program training	

## Skills to be developed

Look at the “Required skills” of the career paths. What skills are you missing or could improve? List these skills to be developed.

<b>Skills to be developed</b>	1. 2. 3. 4.
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## 8 hours Professional Development Activities (PDA)

List PD activities that will help you work on the “Skills to be developed”.

<b>Proposed PDA</b>	1. 2. 3. 4. 5. 6. 7. 8.
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PD activities occur throughout the year. Look for PD activities from sources such as:

- The Shortlist – biweekly email from FGSR to all graduate students
- [campusBRIDGE](#) – view and register for events and training; the number of PD hours is stated for eligible items
- FGSR [Events and Training](#) website – some items count as PDA.

For example: Career Action Series, Career Symposium, Graduate Teaching and Learning Program, Mitacs Sessions, Professional Development Days, and Professional Development Online Suite.

- one-time events – usually advertised by email.

What does and does not count as PDA is explained on the FGSR website [Eight Hours of Professional Development Activities: Guidelines](#).

If you would like to propose an event as PDA or if you are unsure whether an event counts as PDA, contact the LMP Graduate Program Office ([Impgrad@ualberta.ca](mailto:Impgrad@ualberta.ca)) at least two weeks before the event occurs.

## Timeline to complete PD activities and selected academic program requirements

(first 2 years of MSc / first 3 years of PhD)

The timeline below contains selected items. It is not intended to list every detail of your graduate studies. You may, if you wish, add more items but that is entirely optional. The idea is to keep the timeline simple so that you can review it and immediately see if you are on track or not.

For a complete list of academic program requirements, see *LMP Graduate Program Handbook* or *LMP Pathologists' Assistant Graduate Program Handbook*. (Go to LMP [Forms and Resources](#) website and look under "Graduate Program Handbooks".)

<b>YEAR 1</b>	
<b>Courses</b>	
<b>Research Activities</b>	
<b>PD Activities</b>	
<b>YEAR 2</b>	
<b>Courses</b>	
<b>Research Activities</b>	
<b>PD Activities</b>	
<b>YEAR 3 (PhD students only)</b>	
<b>Courses</b>	
<b>Research Activities</b>	
<b>PD Activities</b>	

### Annual Review

The university suggests that you review your IDP annually. This is a good practice that helps you to adjust to new interests or new developments. These subsequent reviews are optional and are not submitted to the department.

**LMP IDP reviewed by:**

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Career Mentor Signature

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Date

**LMP IDP submitted by:**

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Student Signature

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Date

**References**

FGSR [Professional Development Requirement](#) website

FGSR [Individual Development Plan, Second Edition](#)

FGSR [Events and Training](#) website