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