

Preparing Future Professionals Certificate Requirements

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- ☐ Develop an individual development plan (IDP), in conjunction with a faculty mentor or advisor
- ☐ Develop an ePortfolio that, at a minimum, will include your IDP, resume, and reflection on your participation in the 6 professional development activities.
- ☐ Create a resume or update your existing resume based on feedback by Center for Career and Leadership Development staff, faculty mentor, or professional mentor.
- ☐ Participate in 6 professional development activities related to your IDP and professional readiness needs

Required: Participate in events or skills from three categories: Career development, professionalism, and leadership and communication.

Some suggested activities or skills that fall under the three categories are offered below.

You should select activities/skills that address your professional readiness needs as identified in your IDP.

Career Development

- Resume development
- Career exploration workshops
- Mock interview
- Informational interview
- Attend a career fair or information session
- Create an elevator pitch
- Professional brand and image

Professionalism

- Networking
- Digital identity
- Complete an internship
- Join a professional organization
- Attend a conference/networking event
- Information and AI literacy

Leadership and Communication

- Cultural competence
- Leadership
- Effective presentations
- Science communication
- Emotional intelligence
- Media training
- Team science and team work
- Critical, innovative, and creative thinking
- Event and/or project planning

Optional: Depending on your IDP, the professional development activities could also include those related to specialized skills such as high-performance computing, grant writing, statistics and data analysis, and entrepreneurship and innovation, or specific technical knowledge or software.

For each professional development activity, you must document participation by posting to your ePortfolio a reflection on the experience. Your reflection must include the title of the professional development activity and short description. Your reflection must also answer the following questions: (1) What three lessons/key points did you take away from this activity? (2) What one question remains unanswered? If you have no unanswered questions, what one key piece of advice would you offer a colleague? (3) How has this improved your professional and/or career readiness?

- ☐ Document completion of PFP Certificate requirements in an ePortfolio
- ☐ Send an e-mail to Dr. Wie Yusuf (jyusuf@odu.edu) indicating you have completed the PFP Certificate requirements along with a link to your ePortfolio