

# Preparing Future Professionals Certificate Requirements

Version: January 16, 2018

- 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 CDS staff, faculty advisor, or outside mentor.
- Participate in 6 professional development activities related to your IDP and professional readiness needs  
**Required:** Participate in events/activities from three categories: Career development, professionalism, and leadership and communication.  
**Below are some selected events/activities that fall under the three categories.** You should select activities/events that address your professional readiness needs as identified in you IDP.

## **Career Development**

- Resume development
- Career exploration workshops (e.g., ONR, local governments, nonprofits, etc.)
- Mock interview
- Informational interview
- Attend a career fair or information session
- Working Wednesdays

## **Professionalism**

- Social networking
- Digital identity
- Complete an internship
- Working Wednesdays
- Join a professional organization, learn about career resources or attend a conference/networking event

## **Leadership and Communication**

- Cultural competence
- Leadership
- Effective presentations
- Science communication
- Emotional intelligence
- DiversABILITY training (Offices of Educational Accessibility & Intercultural Relations)

**Optional:** Depending on your IDP, the professional development activities could also include those related specialized skills such as high performance computing, grantwriting, statistics and data analysis, entrepreneurship and innovation, or GIS.

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](mailto:jyusuf@odu.edu)) indicating you have completed the PFP Certificate requirements along with a link to your ePortfolio