



Individual Development Plan &  
Professional Development Completion Form  
[For Department use only]

Faculty of Graduate & Postdoctoral Studies  
2-29 TRIFFO HALL

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<https://www.ualberta.ca/graduate-studies/>

Student ID	Student Last Name, First Name																																								
Department		Degree Program	Specialization (if any)																																						
<p>I certify that my:</p> <p><b>Professional Development requirement - Individual Development Plan is:</b></p> <p><input type="radio"/> complete (mandatory if admitted after September 2016)</p> <p><input type="radio"/> not required (student began program before September 2016; department exempt)</p> <p><b>Professional Development requirement – 8 hours of Professional Development Activities (as recorded below) is :</b></p> <p><input type="radio"/> complete (mandatory if admitted after September 2016)</p> <p><input type="radio"/> not required (student began program before September 2016; department exempt)</p> <table border="1"><thead><tr><th>Description of Professional Development Activity</th><th>Time (hours)</th><th>Date Complete</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td colspan="2">Total Hours:</td><td> </td></tr></tbody></table> <table border="1"><tr><td>Student Signature</td><td>Date</td></tr></table>				Description of Professional Development Activity	Time (hours)	Date Complete																															Total Hours:			Student Signature	Date
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Completed and retained by Graduate Coordinator/Administrator

<p>I certify that:</p> <p><b>Professional Development requirement (Individual Development Plan and 8 hours of activities) is:</b></p> <p><input type="radio"/> complete (mandatory if admitted after September 2016)</p> <p><input type="radio"/> not required (student began program before September 2016; or department/student exempt)</p>		
Name of Supervisor/Career Mentor	Signature	Date
Name of Graduate Coordinator/Administrator	Signature	Date