FOLIO 1 – REQUIRED WORKSHOPS FOR CORE PROFESSIONAL SKILLS AND KNOWLEDGE

- Conflict Resolution in the Workplace
- Project Management
- Leadership Training
- Student completes at least 2 out of the following options on Responsible Conduct of Research (RCR). The options are: 1.) Human Subject Review, 2.) Intellectual Property 3.) Authorship, 4.) Any Discipline Specific Offerings, 5). Completing the IRB process, 6.) Online CITI modules, 7.) Epigeum (UNCG only)

Portfolio Requirements:

1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops attended
2. Upload proof of completion of RCR

FOLIO 2 – ELECTIVE WORKSHOPS

(MUST ATTEND AT LEAST 3 OF YOUR CHOICE)

- Work-Life Balance or Time Management
- Diversity in the Workplace
- Professional Networks and Mentoring
- Develop a Professional Website or Online Presence
- Creative Use of Technology for Presentations or other Business, Research or Reporting Applications
- Developing Interview Questions
- How to Run a Meeting

Portfolio Requirements:

1. Upload Workshop Attendance Forms or Substitution Workshop Forms for any workshops attended

FOLIO 3 – AUDIENCE SPECIFIC PROFESSIONAL COMMUNICATION

- Student prepares and delivers a presentation to a professional or community organization and uploads reflection and summary of experience to portfolio

OR

Student presents poster at UNCG or NCAT Research Expo and receives feedback from judges and prepares summary of feedback and plan for improving uploaded to portfolio

OR

Student designs, edits, or contributes to a professional newsletter, online publication,

trade publication, or other written professional communication

Portfolio Requirements:

1. Upload summary and reflection

Working with Mentors:

Ask your mentors to provide assistance and feedback in preparation for presenting or professional writing if needed.

FOLIO 4 – ANALYZING JOB DESCRIPTIONS

- Student analyzes at least 3 diverse job posting in his/her career area and develops a set of possible follow up questions to elicit vital information not provided in job advertisement from employer and receives feedback from mentor and uploads revised questions to portfolio - we want you to practice reading and interpreting job ads, as well as be able to employ a smart interviewing strategy to anticipate what questions you could ask the employer during an interview that shows your knowledge of the employer, your field, your potential job responsibilities and your qualifications as a candidate
- Student makes a list with mentor of skills and knowledge still needed to be successful applicant to desirable jobs and reflects on what steps can be taken to achieve and attain these

Portfolio Requirements:

1. Upload revised set of questions based on specific job ads
2. Upload reflection and list of skills and knowledge needed to be a successful job candidate and plan of action to achieve these

Working with Mentors:

Work with your mentors to come up with interviewing strategies and questions for each job ad you analyze. Ask your mentors for clarification on anything you don't understand about the job ads. Also, work with your mentors to devise a list of the skills and knowledge you will need to have for the jobs you are seeking after graduation, and what action you can do now to position yourself to attain those skills and build a strong resume.

FOLIO 5 – UNDERSTANDING GOVERNANCE

- Student attends two from the following:
  - City Council meeting

    o   Professional organization in the academic discipline
    o   Business related meeting in one's discipline
    o   Community Meeting
    o   Board Meeting

- Student writes a reflection on what they learned from attending one of the meetings and incorporates a review of the meeting in light of the purpose for the meeting and the by-laws and charge of the group that is meeting and uploads to portfolio

Portfolio Requirements:

1. Upload reflection and review of one meeting

FOLIO 6 – EVALUATING SETTINGS

- Student locates websites of three different types of employment settings and writes an analysis of differences between the mission and vision statements of a corporation, governmental agency, and a non-profit agency and uploads to portfolio. Then write a reflection on the type of professional setting you feel best suits your career goals and the specific steps you need to take to prepare yourself to be a successful candidate.

Portfolio Requirements:

1. Upload analysis and reflection

FOLIO 7 – SHADOWING A PROFESSIONAL

- Student spends roughly half a working day with professional observing his or her activities - note this this can be broken up so that your observation can occur in small segments over several days, and in accordance with the professional's and your schedule
- Student interviews the individual regarding his or her job responsibilities and requirements: the role of creating and maintaining a professional network, how to find continuing professional development resources and opportunities, management strategies for advancement and continuing leadership in one's career, strategies for navigating career changes
- Student writes a reflection of the shadow experience incorporating the information from the interview and identifies the skills and knowledge he/she still needs to develop and uploads to portfolio

Portfolio Requirements:

1. Upload reflection

Working with Mentor/Professional:

Be sure to schedule the days/times that you want to observe the professional with plenty of notice, so you can both plan appropriately. Also, be sure to discuss your expectations and goals for the observation with the professional before your observation begins, to arrange what activities you would like most to observe. Be prepared with specific questions for your interview; think about what you want to know about the day-to-day activities and duties a professional in that job/field undertakes and what questions you need to ask to best prepare yourself for entering the profession.

Ask your mentor to help you find a professional you can observe if you aren't sure how to go about this. Other resources for finding professionals to shadow can be found by consulting Career Services, alumni groups, the business schools, and at UNCG the Council for Advancement of Graduate Education.

FOLIO 8 – PROFESSIONAL LEADERSHIP, MANAGEMENT, TEAMWORK SKILLS, AND BUSINESS & PROFESSIONAL ETHICS

- Student attends **2** workshops covering development of professional leadership, management, teamwork skills and/or business and professional ethics offered by Human Resources or another university office or department or professional organization

Portfolio Requirements:

1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops attended

FOLIO 9 – ASSISTANTSHIP OR INTERNSHIP TRAINING AND EXPERIENCE

- Student attends GA or RA training provided by student's department or The Graduate School (if he/she isn't using internship option)
- Student completes a one semester assignment as an RA, GA or an intern
- Student drafts a reflection on the skills and knowledge gained from his/her RA, GA or internship incorporating the role of leadership, managing professional interpersonal relationships, and what skills and knowledge he/she needs to develop further to be successful in the field

Portfolio Requirements:

1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops attended
2. Upload reflection

FOLIO 10 – ENTREPRENEURSHIP AND FUNDING

- Student identifies (and pursues) possible funding opportunities, including but not limited to: attending a grant funding workshop, writing and reviewing research and grant proposals, starting a company, applying for patents, etc. and uploads specific list of possible funding opportunities to portfolio for your research, business plans, etc.
- Student attends Entrepreneurship Workshop
- Student attends Developing Business Plans Workshop

Portfolio Requirements:

1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops attended
2. Upload list of specific funding opportunities you've identified

Working with Mentors:

Ask your mentor to advise and assist in identifying resources for locating funding opportunities.

FOLIO 11 – PREPARING FOR THE JOB MARKET

- Student attends workshop on preparation of résumé and reviews three résumés provided by Career Services or their department
- Student develops a preliminary résumé and has it reviewed by mentor
- Student also prepares other career and discipline related job documents and submits for review to mentors
- Student uploads revised job documents to electronic portfolio
- Student attends a workshop on applying and/or interviewing for jobs
- Student participates in a mock interview sponsored by The Graduate School, Career Services, or academic department

Portfolio Requirements:

1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops attended
2. Upload all revised job documents

Working with Mentor:

Ask your mentor to provide feedback on your job documents and offer insights about applying and interviewing for jobs in your career field.

FOLIO 12 - PORTFOLIO AND PROGRAM APPROVAL FOR COMPLETION

- Student submits all forms and documents in their electronic portfolio for review to the PFL Coordinator – please notify the PFL coordinator by email when this is done
- Upon review the student will make any necessary changes or additions for final approval
- Student receives official notification of completion of the PFL program

Portfolio Requirements:

1. Be sure that all documents and relevant information are uploaded to your portfolio
2. Notify the PFL Coordinator your portfolio is ready for review
3. Make any necessary changes or additions based on the PFL Coordinator's review

Working with Mentors:

Be sure to thank your mentors for all the help and feedback they provided you while matriculating through the program. Continue to foster your mentoring relationships as you progress through Graduate School and your careers.