

UNIVERSITY OF ALBERTA FACULTY OF GRADUATE STUDIES & RESEARCH

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

KILLAM CENTRE FOR ADVANCED STUDIES Phone: 780.492.3499 Fax: 780.492.0692 2-29 TRIFFO HALL https://www.ualberta.ca/graduate-studies/ Student ID Student Last Name, First Name Degree Program Specialization (if any) Department I certify that my: Professional Development requirement - Individual Development Plan is: O complete (mandatory if admitted after September 2016) O not required (student began program before September 2016; department exempt) Professional Development requirement - 8 hours of Professional Development Activities (as recorded below) is : O complete (mandatory if admitted after September 2016) O not required (student began program before September 2016; department exempt) Description of Professional Development Activity Time (hours) **Date Complete Total Hours:** Student Signature Date

Completed and retained by Graduate Coordinator/Administrator		
I certify that: Professional Development requirement (Individual Development Plan and 8 hours of activities) is: O complete (mandatory if admitted after September 2016)		
old O not required (student began program before September 2016; or department/student exempt)		
Name of Supervisor/Career Mentor	Signature	Date
Name of Graduate Coordinator/Administrator	Signature	Date

Personal information on this form is collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see http://www.ipo.ualberta.ca/.