PFL students who are also participating in professional development activities within their department or with university entities such as Career Services, Human Resources, the Office of Intercultural Engagement, or the Office of Leadership & Service-Learning should consult with the PFL Coordinator to find efficient ways to complete your PFL folio requirements.

**PFP Folios**

**FOLIO 1 – REQUIRED WORKSHOPS FOR CORE PROFESSIONAL SKILLS AND KNOWLEDGE**

- Conflict Resolution in the Workplace
- Project Management
- Student attends 2 out of 4 workshops 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 – this covers all RCR workshop requirements)

**FOLIO 2 – ELECTIVE WORKSHOPS**

[EITHER 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
- How to Run a Meeting
- Discipline Specific options acceptable upon prior approval of PFL Coordinator

OR

- Complete the Executive Leadership Challenge program offered by UNCG’s Office of Leadership & Service-Learning

**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 judge 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
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

FOLIO 5 – UNDERSTANDING GOVERNANCE

- Student attends two from the following:
  - City Council meeting
  - Professional organization meeting or conference in the academic discipline
  - Business related meeting (preferably in one’s discipline)
  - Community Meeting
  - Board Meeting
- Student writes a reflection on what they learned from attending one of the meetings about the role of the organization in relation to the student’s possible future dealings with such an organization (i.e., procedures, protocol, functionaries, observed in the meeting to work with or present to the organization) 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

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.

FOLIO 7 – SHADOWING A PROFESSIONAL

- Student spends roughly half a working day with professional observing his or her activities - note 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

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 (i.e., Learning Development) or another university office or department or professional organization

OR

Student completes the Executive Leadership Challenge program offered by UNCG’s Office of Leadership & Service-Learning

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 is not completing an internship)
• Student completes a one semester assignment as an RA, GA or an internship
• Student drafts a reflection on the skills and knowledge gained from her/his RA, GA or internship incorporating the role of leadership, managing professional interpersonal relationships, and what skills and knowledge she/he needs to develop further to be successful in the field

OR

• Student completes the Leadership Development Coach training and serves as a leadership coach to students in the Silver Level of the Leadership Challenge Program. Student drafts a reflection on the personal/professional skills and knowledge gained from her/his experience. Leadership training and coaching is offered by UNCG’s Office of Leadership & Service-Learning.

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
• Student attends Entrepreneurship Workshop
• Student attends Developing Business Plans Workshop (a recorded version of a previous workshop is hosted on the PFL “On Demand Workshops” page)
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

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