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.

## PFL Checklist — Preparing Future Professionals

<table>
<thead>
<tr>
<th>FOLIO #</th>
<th>PFP Requirements</th>
<th>Portfolio Completion Requirements</th>
<th>Mentor Requirements</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOLIO 1</td>
<td>Attend the following required workshops:&lt;br&gt;1. Conflict Resolution in the Workplace&lt;br&gt;2. Project Management&lt;br&gt;3. 2 out of 4 Responsible Conduct of Research</td>
<td>1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops</td>
<td>N/A</td>
<td>1.&lt;br&gt;2.&lt;br&gt;3a.&lt;br&gt;3b.</td>
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</tbody>
</table>
| FOLIO 2 | Either attend at least 3 of your choice:  
1. Work-Life Balance/Time-Management  
2. Diversity in the Workplace  
3. Professional Networks and Mentoring  
4. Develop a Professional Website or Online Presence  
5. Creative Use of Technology for Presentations  
6. How to Run a Meeting  
7. Discipline Specific options acceptable upon prior approval of PFL Coordinator  
OR  
Complete the Executive Leadership Program offered by UNCG’s Office of Leadership & Service-Learning | 1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops | N/A | 1.  
2.  
3. |
| --- | --- | --- | --- |
| FOLIO 3 | 1. Prepare and deliver a presentation at a professional or community organization  
OR Research Expo  
OR Design, edit, or contribute to a professional newsletter, online publication, trade publication, or | 1. Upload summary of feedback and plan for improvement | Mentor might provide help/feedback in preparation of presentation or suggestions for improvement on | 1.  
2. |
| FOLIO 4 | 1. Student analyzes at least 3 diverse job postings in his/her career area and develops a set of possible follow up questions to elicit information  
2. Student receives feedback from mentor and revises questions accordingly  
3. Student drafts a reflection and makes list with mentor of skills and knowledge still needed to be a successful applicant in the field | 1. Upload revised set of questions  
2. Uploads reflection and list of skills and knowledge to be gained | Mentor provides feedback on set of follow up questions and discusses the requirements for the kinds of jobs the student has identified and advises the student on what they can do to improve |
| FOLIO 5 | 1. Student attends two meetings from the following options: City Council, Professional Organization, Business (within one’s discipline), Community, Board  
2. Student writes a reflection of one of the meetings attended | 1. Upload review of one meeting | N/A |
| FOLIO 6 | 1. Student locates websites of 3 different types of employment settings and writes an analysis of differences between the mission and student’s delivery of presentation | 1. Uploads analysis to portfolio | N/A |
| FOLIO 7 | 1. Student spends roughly half a day with a professional  
2. Student interviews the individual regarding his or her job responsibilities, roles and requirements and their career path  
3. Student writes a reflection of the experience and reflects on the role of creating and maintaining a professional network, how to find continuing professional development resources and opportunities, how to navigate the many career/job changes one will probably have and management strategies for advancement and continuing leadership in one’s career | 1. Upload reflection to portfolio | Mentor might help identify potential professionals that the student can shadow and interview |
| FOLIO 8 | 1. Student attends 2 workshops covering development of professional leadership, management, and/or teamwork skills  
OR  
Student completes the Executive Leadership Program offered by | 1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops | N/A | 1a.  
1b. |
| FOLIO 9 | 1. Student attends graduate assistantship training provided by student’s department or The Graduate School (if she/he is not completing an internship)  
2. Student completes a one semester assignment as an RA, GA or intern  
3. Student writes a reflection on the experience and the skills and knowledge gained, and discusses the role of leadership, managing professional interpersonal relationships, what skills and knowledge he/she needs to develop further to be successful  
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. | 1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops  
2. Upload reflection | N/A | 1.  
2.  
3. |
| FOLIO 10 | 1. Student identifies (and pursues) possible funding opportunities, with options including: attending a grant funding workshop, writing (or assisting with) research and grant | 1. Upload Workshop Attendance Forms or Substitution Workshop Forms for all workshops  
2. Upload list and evidence of funding opportunities | Mentor might advise and assist student on where and how to find and | 1.  
2a.  
2b. |
| FOLIO 11 | 1. Student attends workshop on preparation of résumé and reviews three résumés provided by Career Services or their department  
2. Student develops a preliminary résumé and has it reviewed by mentor  
3. Student also prepares other career and discipline related job documents and submits for review to mentors  
4. Student attends a workshop on applying and interviewing for jobs  
5. Student participates in a mock interview sponsored by The Graduate School, Career Services, or academic department | Mentor provides feedback on composition of job documents and offers insights about applying and interviewing for jobs in the discipline/areas the student is interested in | 1.  
2.  
3.  
4.  
5. |
<p>| FOLIO 12 | 1. Student submits all forms and documents in their electronic portfolio for review to the PFL Coordinator | 1. Submits portfolio to PFL for program review | N/A | 1. |</p>
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<tr>
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<th>2. Upon review the student will make any necessary changes or additions for final approval</th>
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<tbody>
<tr>
<td></td>
<td>3. Student receives official notification of completion of the PFL program</td>
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