Preparing Future Professionals - Track

- **Folio 1** - Workshops for Core Professional/Research Skills and Knowledge
  - Student completes 2 out of the following options on Responsible Conduct of Research (RCR)
    - The options are:
      1. Discipline Specific Offerings
      2. Human Subjects Training
      3. Responsible Conduct of Research Training
      4. Research Ethics
      5. Online CITI Modules

- **Folio 2** – Leadership, Team Building, and Management
  - Student attends a Conflict Resolution in the Workplace workshop
  - Student attends a Diversity in the Workplace workshop
  - Student attends a Leadership Development workshop
  - Student attends a Program/Project Management workshop
  - Student analyzes knowledge gained by participating in these workshops and writes a reflection on specific steps needed to prepare for a management position

- **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 designs, edits, or contributes to a professional newsletter, online publication, trade publication, or other written professional communication
  - OR (2 options – choose 1)
    1. Student participates in the 3MT Competition at UNCG or NCAT
    2. Student presents poster at UNCG or NCAT Research Expo, receives feedback from judge(s), prepares summary of feedback, and uploads an improvement plan to the portfolio

- **Folio 4** – Analyzing Job Descriptions
  - Student analyzes at least 3 diverse job postings in his/her career area, develops a set of potential questions to elicit vital information not provided in the job advertisement, reviews the job postings and potential questions with their mentor, and uploads a revised set of questions to the portfolio

- **Folio 5** – Evaluating Settings
  - Student locates websites of 3 different types of employment settings (i.e., non-profit, for-profit, governmental agency) and analyzes differences between the mission and vision statements of each organization
- 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 and upload the reflection to the portfolio
  - Student spends roughly half a working day with a professional observing his or her activities
    - Student interviews the individual regarding his or her job responsibilities and requirements
      - Consider 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
      - This activity 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

- **Folio 6** – Equity, Diversity and Civic Engagement
  - Student completes 1 of the following options:
      - Office of Intercultural Engagement
    - 2.) Executive Leadership Program - [https://olce.uncg.edu/students/leadership/executive/](https://olce.uncg.edu/students/leadership/executive/)
      - Office of Leadership and Civic Engagement

- **Folio 7** – Preparing for the Job Market
  - Student attends Entrepreneurship Workshop  
    - OR attends Developing Business Plans Workshop (a recorded version of a previous workshop is hosted on the PFL “On Demand Workshops” page)
  - Student attends workshop on preparation of résumé and reviews three résumés provided by the academic department or the Office of Career Services
    - Student develops a preliminary résumé and has it reviewed by mentor
    - Student also prepares other career and discipline related job documents (e.g., cover letter) 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 academic department or the Office of Career Services
• **Folio 8** – Portfolio and Program Approval for Completion
  
  o 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
  o Upon review the student will make any necessary changes or additions for final approval
  o Student receives official notification of completion of the PFL program