Professional Development Plan *Guide*

Who?	Activities and how to find them
All Students	3 required – 1) Watch "Welcome to VIP" video available on PD Brightspace under VIP Resources 2) Write an abstract and 3) Present project at a conference or expo (or to external stakeholders)
New Students	Start with Brightspace PD Resource Materials under these tracks– Communication,Research /Design(How-to and tools), Team Work, Ethics, Personal Development including VIP in-person workshops and online materials
Returning Students	Continue to attend in-person VIP workshops focused on Communication and utilize online PD modules, including Career Planning, Graduate School, Entrepreneurship, Intercultural Learning, etc. Branch out and find workshops, technical talks,tools etc. through professional societies, Graduate School, leadership initiatives, IDSI, developing resources for onboarding new members, etc.
Mentors	Review materials on Brightspace PD course to see what skills and knowledge you would like your students to gain this semester or are required (e.g., Responsible Conduct of Research). Also consider suggesting outside activities that fit well with your team's project.

Professional Development Plan *Example - Draft*

Name: *Purdue Pete*   **Course (e.g, 279):** __*VIP 37920*__

Team/Project/Role: *VIP Team/Sub-project*

To support your success on your project and your team, and overall in your career and your life, you will create an individualized Professional Development Plan. The plan is expected to include 10 Professional Development (PD) activities that can be completed throughout the semester.

Three activities are mandatory: 1) Introduction to VIP, 2) Abstract Submission, and 3) Conference Presentation. Typically, VIP students participate in the Purdue Undergraduate Research Conference through the Office of Undergraduate Research to complete the abstract and presentation requirements. However, your VIP team advisor/mentor may opt for you to participate in a different conference or dissemination to satisfy the requirement.

The remaining seven activities are to be chosen by you to meet your interests and what would be most beneficial for your work on your VIP team.

Several videos and workshops are posted in the VIP-PD Brightspace section. In addition, VIP is working with other programs to compile an expansive library of Professional Development videos, along with access to interactive workshops, live presentations, etc. You should browse the materials and talk with your mentors during the first week of the semester to create your individual Professional Development (PD) Plan. If needed, you may identify additional PD opportunities outside of what we have posted to satisfy your PD Plan goals. The planned activities should be summarized in the table below, and this document should be submitted to Brightspace by the PD Plan due date in the syllabus. Please note that you may update your plan as needed during the semester without resubmitting to Brightspace.

You will be expected to document your participation in each of the activities in the final Professional Development Plan Reflection which is due at the end of the semester.

Track	Activity	Organizing unit	Date (of activity or expected participation)
1. VIP Resources	Welcome to VIP Lecture	VIP	Week 1

2. Communication: Written (Required)	Conference – Abstract submission	OUR	Due November 1
3. Communication: Share with the World (Required)	Conference – Poster Presentation	OUR	November 14
4. Leadership & Management	Register for and attend Group Work PD Workshop	VIP	September 7
5. Research/Design (How-To and Tools)	Watch Video Advice about Doing Research (from Prof. Lu)	VIP	By September 12
6. Research/Design (How-To and Tools)	Watch "Git & GitHub Crash Course for Beginners" and comment on Discussion Board	VIP	By September 21
7. Leadership & Management	GM Leadership Series – Bill Muzzillo – Parts 1-3 and comment on Discussion Board	VIP/EPICS	By September 28
8. Ethics	Watch "Everyday Ethics in Research and Design" and comment on Discussion Board	VIP	By October 5
9. Career Planning	I am going to build my resume and practice my elevator speech using Upkey from the CCO On Demand Tools	VIP	By October 12
10. Communication – prepare for Undergraduate Research Conference	Register and attend Poster Presentation Practice Session	VIP	November 7

**Potential topics: Communication (Oral/Written/Interpersonal, Dissemination: Share with the world), Teamwork/Leadership, Career Planning, Entrepreneurship, Ethics, Research/Design: How-to and Tools, Emerging/Hot Topics, Technical skills, Personal Development.

The rationale for the example activities in the table above is provided so you can see how you might go about developing your plan. You do not have to provide the rationale for the plan you submit.

1. *This is required, but regardless, this video will help me understand the expectations and structure of the VIP course.*
2. *This required activity will give me experience in writing an abstract for a research conference and allow me to communicate our work.*
3. *This required activity will give me experience presenting our research project to the Purdue community. I will also get to learn about other research at Purdue.*
4. *I want to learn more on how to create an effective team environment.*
5. *This is my first semester as part of VIP, so I would like to learn how to effectively approach research.*
6. *Our team is using GitHub to manage our project code, so I need to learn how to use it.*
7. *I want to learn more about candid and constructive feedback and leadership from an industry perspective.*
8. *I want to learn more about potential ethical issues that we may face in our project related to bias and privacy.*
9. *I will be interviewing for a full-time position in the Fall, so want to prepare by building my resume and practicing my elevator speech using Upkey from the CCO On Demand Tools*
10. *This is my first time giving a conference presentation, so I want to learn strategies to do it well.*