

Professional Development Procedures

As described in the [Academic Catalog](#), the School of Public Policy hosts a range of professional development events throughout the academic year. These co-curricular activities are intended to provide both career-oriented professional preparation in areas such as job search strategies, career development, and networking, as well as hands-on opportunities to interact with leading scholars and practitioners in the field of public policy.

School of Public Policy students will enroll in MPP 608 for each semester they are enrolled in at least one (1) MPP course carryiny more than zero (0) units of credit at the School of Public Policy. For those enrolled in three (3) or more unit-eligible MPP courses, students must accrue eight (8) Professional Development credits (as described by the Director of Career Services); for those enrolled in fewer than three (3) unit-eligible MPP courses, students must accrue four (4) credits.

It is the responsibility of the students to read all notifications sent from the Director of Career Services regarding the Professional Development requirement. This is only a summary of the procedures.

The Director of Career Services will communicate to students how to submit reflections to satisfy the MPP 608 course. Only reflections submitted via these instructions will be considered valid reflections for Professional Development credit. It is the responsibility of the student to ensure they attend and submit the required number of events and reflections by the stated deadline. All School of Public Policy events qualify for credits; ***however, note: all non-School of Public Policy events whether on or off-campus must be pre-approved by either the Director of Career Services or the Assistant Dean for Admission and Program Relations in order to receive credit.***

Reflections should be at minimum **250 words** providing a description of the event and the value added to the student's educational and professional experience. Included in the submission should be the students full name, the event name attended, the date/time of the event, and if a non-School of Public Policy event, who organized the event and who at the School of Public Policy pre-approved the event for credit.

No later than two (2) weeks before the last day of final examinations for each term as described by the academic calendar, students must have their required number of professional development credits. The following number of credits apply:

- On-campus, School of Public Policy-sponsored event or otherwise designated on-campus event (regardless of duration or time of day) - 2 credits
- Dean's Office Policy Practitioner Intensives events - 3 credits
- Pre-approved off-campus event - 4 credits

Failure to complete the required number of professional development credits (as described above) by at least two (2) weeks before the end of the term will result in a grade of incomplete ("I") for that term. A grade of incomplete ("I") must be completed by the end of the following term or it will become a grade of no credit ("NC") for the course. Students must successfully complete four (4) terms of MPP 608 in order to complete the MPP program. Failure to complete all four (4) terms will prevent a student from graduating.

Students applying for graduation and who have failed to submit the requirement number of credits for the term prior to their final term have until the date of applying for graduation to complete remaining Professional Development credits; otherwise, the student will receive a no credit ("NC") for the incomplete MPP 608 course.

Any questions regarding the Professional Development requirement should be directed to the Director of Career Services. If the student has concerns about their ability to complete this requirement during a term, they should consult with the Director of Career Services at the beginning of the term (or immediately following a life event that may preclude satisfaction with the requirement) to discuss appropriate arrangements.