

PEPPERDINE | SCHOOL OF PUBLIC POLICY

Professional Development Procedures Spring 2021

As described in the [Academic Catalog](#), the School of Public Policy hosts a range of professional development webinar/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 carrying 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; for those enrolled in fewer than three (3) unit-eligible MPP courses, students must accrue four (4) credits.

Reflections should be at minimum 250 words providing a description of the webinar/event and the value added to the student's educational and professional experience. Included in the submission should be the student's full name, the webinar/event name attended, the date/time of the webinar/event, and if a non-School of Public Policy /webinar/event, who is the organizer and who at the School of Public Policy pre-approved the webinar/event for credit. Please note that this information will not be counted towards the 250 word requirement. Submissions that do not meet the requirements will be sent back for revisions and or subject for no credit if submissions fail to meet academic standards. Reflections should be submitted to Wavenet Courses for Spring 2021 - MPP 608, in the student's Drop Box.

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 webinar/events and reflections by the stated deadline as well as read all notifications generated by the Program Services Manager for Professional Development and Alumni Affairs.

All School of Public Policy webinar/events qualify for credits; however, note: all non-School of Public Policy webinar/events must be **pre-approved** by the Program Services Manager for Professional Development and Alumni Affairs in order to receive credit. No later than one (1) week 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:

- School of Public Policy-Dean's sponsored webinar/event or otherwise designated /webinar/event (regardless of duration or time of day) – **1.5 points**
- Pre-approved webinar/event – **1 point** (*previously recorded SPP Events are pre-approved*)

Failure to complete the required number of professional development credits (as described above) by at least one (1) week 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 required number of credits for the term prior to their final term have until the date of applying for graduation to complete any outstanding Professional Development credits; otherwise the student will receive a no credit ("NC") for the incomplete MPP 608 course and may result the student's inability to graduate on time. *See the Academic Catalog for more detailed information.*

Spring 2021 Reflection Submission EXTENDED Deadline Date: April 26, 2021