



The Florida State University  
The Graduate School

**Preparing Future Professionals (PFP) Certificate**

**PROFESSIONAL READINESS PLAN**

Graduate students who wish to be considered PFP Fellows or who wish to receive **PFP Completion Certificates** must submit a signed *Professional Readiness Plan* electronically to The Graduate School ([jdevine@fsu.edu](mailto:jdevine@fsu.edu)) when the PFP requirements have been met. The PFP requirements are included in the *Professional Readiness Plan* below:

**Student/Post-Doc Information:**

Name: \_\_\_\_\_

Date of this Plan: \_\_\_\_\_

Academic Program or Department: \_\_\_\_\_

Degree Sought:

Doctorate     Thesis Master's     Course Based Master's     Specialist

Campus Mail Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

FSU Email: \_\_\_\_\_

**Information About Current Studies:**

Year in Program (1<sup>st</sup>, 2<sup>nd</sup>, etc.): \_\_\_\_\_

Now (Please check one):

\_\_\_ In Coursework

\_\_\_ Working on:

Thesis     Dissertation

\_\_\_ Preparing for Comprehensive or Preliminary Examinations

\_\_\_ Post-Degree

Term and Year of Graduation (projected or actual): \_\_\_\_\_

**Career Intentions:**

Desired Type of Position, Type of Organization:

Desired Work Setting (geographic location, profit, non-profit, industry):

**Long-term Career Goals:**

What is your future profession?

What activities do you see as most central to your future work?

What do you wish to be able to cite as your most important accomplishments?

**SELF-ASSESSMENT:**

What are the important knowledge and skill areas and personal attributes essential to your intended career?

What do you see as the strong points in your current level of preparation and/or abilities?

What are your weaknesses in preparation and/or abilities?

How do you prioritize your needs in overcoming these weaknesses?

**Faculty Advisor (for PFD) Information:**

Name: \_\_\_\_\_

Academic Program or Department: \_\_\_\_\_

Campus Mail Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

FSU Email: \_\_\_\_\_

## PREPARING FUTURE PROFESSIONALS CERTIFICATE REQUIREMENTS

A total of 12 graduate credit hours must be earned toward the *PFM Graduate Certificate*. All of the courses taken for the certificate must be approved by the faculty member who serves as the major professor/mentor/advisor and the Graduate School, and must be listed in the student's *Professional Readiness Plan*. **Courses selected to meet the required twelve hours will be determined by the major professor/mentor/advisor and must be approved by the Graduate School.**

Six (6) of the twelve hours must be letter-graded and a "Satisfactory" must be earned in all S/U courses. Students must achieve and must maintain a cumulative 3.0 (B) grade point average in all graduate certificate courses in order for the graduate certificate to be awarded.

**PFM Fellows successfully completing the *PFM Graduate Certificate* will have a notation included on their FSU transcripts.**

### PFM CERTIFICATE AREAS:

1. **CONTENT AREA (Knowledge in the discipline)**
2. **ETHICS/INTEGRITY AREA**
3. **PROFESSIONAL PREPARATION (Transferable skills-Communication, teamwork, internship/practicum, data analysis, statistics)**
4. **PORTFOLIO**

#### Category I: CONTENT AREA (Knowledge in the discipline):

- a) Complete **one (1) or more** courses related to developing the knowledge necessary for your profession (e.g., Art Therapy and Group Counseling) in your academic program/department. The course(s) must be approved by the major professor/advisor and the Graduate School.
- b) **AND** attend at least five (5) workshops/seminars/colloquia conducted by your academic program/department, college/school, the university, the Graduate School, the FSU Center for Leadership and Civic Education or the FSU Career Center that enhance the disciplinary knowledge you are developing through your coursework. **Attending a professional meeting is also appropriate for this requirement.**

#### **Example workshops/colloquia/meeting attendance related to the Content Area:**

Departmental/school/college/university Colloquia/Seminars related to knowledge in the discipline

Visitors' Presentations (e.g., representatives from non-profit, governmental, corporate, small business organizations)

Attendance at a professional meeting/conference

Content Coursework

<i>Hours</i>	<i>Course #</i>	<i>Semester &amp; Year</i>	<i>Course Name</i>	<i>Grade</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**AND**

Workshops/Seminars/Colloquia in Research

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**Category II: ETHICS/INTEGRITY AREA:**

a) Complete the one-hour for-credit course in responsible conduct of research and creative endeavors offered by the Graduate School each spring semester.

**OR** Complete one or more professional ethics courses approved by your major professor/advisor and the Graduate School.

b) **AND** Attend at least two (2) workshops/seminars/colloquia related to professional ethics offered by the Graduate School, the Center for Global Engagement, the Center for Leadership and Civic Education, the Career Center, other university entities (e.g., Colleges of Law, Medicine, Business) or your academic program/department.

**Example workshops/seminars related to the Ethics/Integrity Area:**

*RefWorks®: Using Bibliographic Management Tools for Research*

*Proactive Strategies to Avoid Plagiarism*

*IRB (Human Subjects) Approval*

*Copyright and Fair Use*

*Knowledge, Skills, & Values of Service and Leadership*

Departmental ethics/integrity seminars/colloquia/workshops

Presentations by visitors

Ethics Coursework

<i>Hours</i>	<i>Course #</i>	<i>Semester &amp; Year</i>	<i>Course Name</i>	<i>Grade</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**AND**

Workshops/Seminars/Colloquia in Research

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____

**Category III: PROFESSIONAL PREPARATION AREA (Transferable skills-Communication, teamwork, internship/practicum, statistics, data analysis)**

- a) Complete one or more courses approved by your major professor/advisor and the Graduate School that emphasize transferable skills. Such courses must include a requirement for presentations and/or working in teams.

**OR** Deliver two (2) presentations during departmental/program seminars/colloquia. The presentations may be collaborative, that is, presented as a team. Presentations delivered at professional meetings/conferences may also be used for this requirement.

- b) **AND** Complete a for-credit or non-credit internship/practicum.

**OR** Interview three (3) individuals employed in your future profession. These interviews may be by telephone, email, and/or in-person. The Career Center has a very helpful guide, [“Conducting an Information Interview”](#) with suggested interview questions on pages 2-3. Following each interview, prepare a one-page, typed reflective piece that provides an analysis of what you learned in relation to that person’s profession. Consider how what you have learned will impact your future employment decisions and describe new information about that position/profession you gleaned from the interview.

- c) **AND** attend at least two (2) workshops/seminars/colloquia related to professional preparation conducted by your academic department/program, a FSU college/school, the university, the Graduate School, the FSU Center for Leadership and Civic Education, or the FSU Career Center. Attendance at a professional meeting/conference may also be used for this requirement.

**Example workshops/meetings related to the Professional Preparation Area:**

*Contracts and Grants: From Cradle to Grave* (Graduate School)

Attending a professional meeting/conference

*Research Day: Psychology* (presentations by FSU Psychology doctoral students)

*Art & Design Symposium* (annual Art Education event with presentations, posters, and the goal of designing future collaborations)

*Graduate Conference* (annual Computer Science event, with graduate student presentations and publications)

*Colloquium: Social Media & Public Protest* (School of Communication faculty and graduate student presenters)

*Publishing in the Arts & Humanities* (The Graduate School)

*Scientific Writing* (The Graduate School)

*Publishing in the Social & Behavioral Sciences* (The Graduate School)

*Mock Interviews* (Career Center)

*Business Etiquette* (Career Center)

*Internship Strategies* (Career Center)

*Career Portfolio Lab* (Career Center)

*Non-Profit/Public Service Careers* (Career Center)

- d) **AND** Develop a professional resume' approved by your major professor/advisor that **will be included in the Certificate's capstone activity, the *Portfolio***. The FSU Career Center and/or your major professor/advisor are good sources for assistance.

Professional Preparation Coursework

<i>Hours</i>	<i>Course #</i>	<i>Semester &amp; Year</i>	<i>Course Name</i>	<i>Grade</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OR**

Presentations

*Title of Presentation:* \_\_\_\_\_

*Date of Presentation:* \_\_\_\_\_

*Description of Presentation:* \_\_\_\_\_

*Title of Presentation:* \_\_\_\_\_

*Date of Presentation:* \_\_\_\_\_

*Description:* \_\_\_\_\_

**AND**

Internship/Practicum

*Description of Internship/Practicum:* \_\_\_\_\_

*Dates of Internship/Practicum:* \_\_\_\_\_

*Written Feedback from Internship/Practicum supervisor (Please Attach)*

**OR**

Interviews

*Name:* \_\_\_\_\_

*Date Interviewed:* \_\_\_\_\_

*Organization (e.g., U.S. Post Office):* \_\_\_\_\_

*Attach one-page reflective piece*

*Name:* \_\_\_\_\_

*Date Interviewed:* \_\_\_\_\_

*Organization (e.g., U.S. Post Office):* \_\_\_\_\_

*Attach one-page reflective piece*

*Name:* \_\_\_\_\_

*Date Interviewed:* \_\_\_\_\_

*Organization (e.g., U.S. Post Office):* \_\_\_\_\_

*Attach one-page reflective piece*

**AND**

Workshops/Seminars/Colloquia in Professional Preparation

<i>Date Attended</i>	<i>Name of Workshop/Seminar/Colloquia</i>
1. _____	_____
2. _____	_____

**AND**

Resumé (Please Attach)



#### **Category IV: PORTFOLIO:**

**The Certificate's capstone experience is submitting a Professional Portfolio that will include the Professional Readiness Plan.**

Instructions: Prepare a Professional Portfolio that will provide a clear picture of your experience, accomplishments, skills, and education. Include in the Portfolio your resume' and your *Professional Readiness Plan* signed by your major professor/advisor.

Prepare and submit your PFP Portfolio to the Florida State PFP Advisor. The FSU Career Center provides portfolio development assistance and portfolio templates online as well.

**Definition:** A professional portfolio is a collection of physical evidence that helps document and describe your professional accomplishments. A portfolio is:

- a reflection of you as a professional
- a record of your professional development
- proof of performance on the job or in class
- what you have accomplished (i.e., tangible artifacts/evidence)
- evidence of your learning new skills

Items found in most portfolios include:

- resume' or CV
- transcripts
- evidence of professional affiliations
- licenses or certifications
- letters of reference
- evidence of specific skills (e.g., public speaking, leadership, writing)
- work samples (e.g., class projects, items produced during internship or practicum experiences)

Depending upon your profession, specific items can be added to provide an accurate representation of your knowledge and abilities. **Include your *Professional Readiness Plan* in your portfolio.**

**ENDORSEMENTS:**

_____	_____
Student (Printed)	Date
_____	_____
Student (Signature)	Date
_____	_____
Faculty Advisor for PFP (Printed)	Date
_____	_____
Faculty Advisor for PFP (Signature)	Date

Further information about the FSU-PFP program may be found at <http://gradschool.fsu.edu/Professional-Development/Preparing-Future-Professionals-PFP>. Resources useful to thinking through and completing a **Professional Readiness Plan** may be found on the FSU Preparing Future Professionals Blackboard site at campus.fsu.edu.

**Questions may be directed to**

The Graduate School  
The Florida State University  
314 Westcott  
Tallahassee FL 32306-1410  
(850) 644-3501  
[gradschool@fsu.edu](mailto:gradschool@fsu.edu).

