



Professional Development Planning Tool for Masters and Professional Students

The purpose of this tool is to help you map out your graduate school goals and to connect you with various resources to help you achieve them.

To get started with your professional development planning and mapping process:

1. Review the following development categories and think about those that are most relevant to you. This list is not meant to be exhaustive, but is designed to get you thinking and to familiarize you with resources.
2. Categorize your goals and develop a timeline. Add any goals or competencies that are field-specific in each category. Map your goals back to various campus resources.
3. Best practices for professional development planning:
 - Create S.M.A.R.T. (Specific, Measurable, Achievable, Relevant and Time-bound) goals
 - Organize your time in graduate school into periods that make the most sense in your program (semesters, months, etc.)
 - Add dates to create a timeline, with intermediate milestones if necessary
 - Share with your advisors and mentors for feedback

See the sample professional development plan at the end of this document for an example of how you might create your plan.

Academic Development	Skills Development	Career Development	Personal Development
Coursework Requirements	Reading for Class	Job Search and Mapping	Funding
Research	Effective Notetaking	Networking	Health and Wellness
Experiential Learning	Time Management	Informational Interviews	
Other Program Requirements	Academic Writing	Internships	
	Research and Analytic Skills	LinkedIn, Resumes, CVs	
	Leadership and Narrative	Job Negotiation Skills	
	Mentoring and Advising	References and Recommendations	

Quick Resource Guide for Masters and Professional Students

Skills Development	Personal Development
<p>Professional Development Planning and Mapping:</p> <ul style="list-style-type: none"> • Graduate Professional Development (GradPro) <ul style="list-style-type: none"> • Graduate Professional Development Guide • One-on-One Consultations • Peer Check-In Groups • Workshops and Events • GradPro Digest (bi-monthly newsletter) <p>Academic Writing:</p> <ul style="list-style-type: none"> • Graduate Writing Center <p>Teaching and Instructional Skills:</p> <ul style="list-style-type: none"> • GSI Teaching and Resource Center <p>Research and Data Analysis:</p> <ul style="list-style-type: none"> • D-Lab (Quantitative Data Analytics Workshops) • Berkeley Institute for Data Science (BIDS) • Academic Innovation Studio 	<p>Funding:</p> <ul style="list-style-type: none"> • Financial Aid and Scholarships • UCB Graduate Fellowships and Awards • Residency for Tuition Purposes • Fee Remission Guide <p>Health and Wellness:</p> <ul style="list-style-type: none"> • University Health Services • Counseling and Psychological Services (CAPS) • Basic Needs (Food and Housing Security) • Graduate School Student Life Webpage • recalibrate (Berkeley Student Wellness Webpage) <p>Equity and Inclusion:</p> <ul style="list-style-type: none"> • Office for Graduate Diversity • Berkeley International Office • Support for Student Parents/Families • Disabled Students' Program
Career Development	Additional Online Resources
<p>Job Search and Events:</p> <ul style="list-style-type: none"> • Handshake <p>Career Counseling (Mapping, Resumes/CVs, LinkedIn, etc.):</p> <ul style="list-style-type: none"> • Career Center 	<p>Lynda Online Learning Platform:</p> <ul style="list-style-type: none"> • Courses and videos covering software, technology, creative skills • Access via the UC Library <p>UC BerkeleyX:</p> <ul style="list-style-type: none"> • Online courses in a variety of subjects and disciplines • Access free via edx.org <p>National Center for Faculty Development & Diversity:</p> <ul style="list-style-type: none"> • Online webinars, writing challenges, and motivational tools • Log in free via Berkeley's institutional membership

Graduate School Professional Development Plan

Time Period	Academic Development	Skills Development	Career Development	Personal Development

Graduate School Professional Development Plan

Time Period	Academic Development	Skills Development	Career Development	Personal Development

SAMPLE - Graduate School Professional Development Plan

Time Period	Academic Development	Skills Development	Career Development	Personal Development
Fall 2018 Semester	<p>Complete quantitative core coursework</p> <p>Rank 1st year capstone project preferences</p>	<p>Attend D Lab trainings on R, Python, Tableau, Stata</p> <p>Attend 1-2 GradPro workshops</p>	<p>Conduct 2-3 informational interviews for summer internships</p> <p>Update resume</p> <p>Schedule two appointments with career advisor</p> <p>Summer internship list</p>	<p>Finalize 2018-2019 GSR/GSI position</p> <p>Pay off student loan (interest at minimum)</p> <p>Double check on Spring 2019 CA Residency (12/1/18 deadline)</p>
Winter Break 2019	<p>Review Stata, R, and SPSS prior to Spring courses</p> <p>Submit petition for Spring 2019 core course override</p>	<p>Review online resources (BerkeleyX and Lynda) on public speaking</p>	<p>Apply for summer internships</p> <p>Schedule 3-5 informational interviews or networking conversations</p>	<p>Send 2018-2019 fellowship appreciation letters</p> <p>Apply for Spring grant funding (1/1/19 deadline)</p> <p>Complete 2019 vision board (career and personal)</p>
Spring 2019 Semester	<p>Petition for Fall 2019 independent study credits</p> <p>Complete 1st year capstone project</p>	<p>Attend 1-2 GradPro workshops</p> <p>Proficiency in Stata, R, SPSS, Tableau, Python</p> <p>Explore entrepreneurial competencies and resources on campus</p>	<p>Interview for summer internships</p> <p>Finalize summer internship contract (5/1/19 deadline)</p> <p>Schedule two appointments with career advisor</p>	<p>Apply for summer internship funding (4/3/19 deadline)</p> <p>Research 2019-2020 fellowship opportunities</p> <p>Gather documentation for Fall 2019 residency (7/1/19 deadline)</p>

SAMPLE - Graduate School Professional Development Plan

Time Period	Academic Development	Skills Development	Career Development	Personal Development
Fall 2019 Semester	<p>Complete all core coursework</p> <p>Rank 2nd year capstone project preferences</p>	<p>Attend 1-2 GradPro workshops</p> <p>Practice interviewing skills with the Career Center</p>	<p>Conduct 2-3 informational interviews for full-time jobs</p> <p>Update resume</p> <p>Schedule two appointments with career advisor</p> <p>Full-time job list</p>	<p>Finalize 2019-2020 GSR/GSI position</p> <p>Pay off student loan (interest at minimum)</p> <p>Double check on Spring 2020 CA Residency (12/1/19 deadline)</p>
Winter Break 2019	<p>Finalize and submit 2nd year capstone project contract</p> <p>Submit petition for Spring 2020 independent study</p>	<p>Review online resources (BerkeleyX and Lynda) on interviewing, public speaking, and presentation skills</p>	<p>Apply for national fellowships</p> <p>Schedule 3-5 informational interviews or networking conversations</p>	<p>Send 2019-2020 fellowship appreciation letters</p> <p>Complete 2020 vision board (career and personal)</p>
Spring 2020 Semester	<p>Complete all coursework for graduation (55 credits)</p> <p>Complete 2nd year capstone project</p>	<p>Attend 1-2 GradPro workshops</p> <p>Advanced proficiency in Stata, R, SPSS, Tableau, Python</p>	<p>Interview for full-time internships</p> <p>Finalize full-time job contract (goal: 5/1/2020)</p> <p>Schedule two appointments with career advisor</p>	GRADUATE!