Professional Development Institute
Requirements Checklist

Use this checklist to track your progress throughout your time in PDI and share it with your mentor. You must enter your requirement completion items in UBworks under your Academic Profile, which serves as the official record of your progress.

You must have at least two to three substantive discussions/interactions per semester with your mentor (any method: phone, e-mail, in person, web conference) for the purpose of maintaining an active status in the program and effectively addressing your goals and progress. Inform your mentor or the manager if you are unable to meet the minimum requirements or do not plan to enroll in courses during a particular semester.

Essentials
Program requirements for all participants

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>1. Attend Mandatory Kickoff (if unable to attend, receive orientation with PDI Coordinator).</td>
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<tr>
<td>2. Complete Focus2 Career Planning Tool (<a href="http://www.focuscareer2.com">www.focuscareer2.com</a>)</td>
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<tr>
<td>3. Complete one (1) activity associated with the UB Career Cycle and review with your mentor.</td>
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<td>4. Create/update LinkedIn profile.</td>
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<td>5. Create/update resume with Career and Professional Development Center.</td>
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<tr>
<td>6. Complete Fundamentals (see description other side).</td>
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<tr>
<td>7. Complete Practical Experience (see description other side).</td>
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8. Complete Dream Job Exercise*  
   1. Find an actual job posting for your dream job. Print out the job description and requirements. 
   2. Tailor your resume to the position. (If the job is beyond your reach at this point, insert relevant experience and education that you plan to acquire to prepare you for such a job.). 
   3. Write a cover letter. 
   4. Have a mock interview with mentor, or Interview Stream. 
   
   *Tailor exercise with mentor's guidance to align with your goal (i.e. graduate school program--application/personal statement and mock admissions interview.).


Complete once all previous requirements have been met.
### Fundamentals

Completed through workshops, activities or experiences (at UB or elsewhere), in consultation with your mentor.  
(Attach documentation/description of event if needed)

<table>
<thead>
<tr>
<th>Category</th>
<th>Workshop/Activity/Experience (complete all 4 areas)</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Global Awareness</td>
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<td>Communication</td>
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<td>Ethics and Leadership</td>
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<td>Personal and Professional Competence</td>
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### Practical Experience

Experiences (one or more) connected to your career goals, in consultation with your mentor:

- Academic or professional research
- Achievement and Learning Center tutor
- Internship/Cooperative Education
- Officer role in student organization or student government
- Officer role in sports club
- Sports team captain
- Peer Network Advisor
- Presentation at a conference or workshop
- Substantial volunteer or service experience
- Study abroad
- Work experience related to career goals/On or Off-campus employment
- Other (with mentor’s approval)

<table>
<thead>
<tr>
<th>Practical Experience Description (one or more)</th>
<th>Date Completed</th>
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If you have any questions, e-mail pdi@ubalt.edu or call the PDI Coordinator at 410.837.5440.