

Appendix B

PROFESSIONAL DEVELOPMENT ACTIVITY GUIDELINES

	Pre-Career Requirement	Mid-Career Requirement
Formal Division Colloquia and MPA Awards Event	6	2
*National or Regional Conference while in program (Strongly encouraged)	1	1
State or Local conference(s)	2	1
Professional Association Meetings or Luncheons	4	4
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Total PDAs over course of program	13	8

Note: This table outlines the minimum expected professional development activity totals. Students are encouraged to attend more as their schedule allows, but only need to document the above required activities.

All MPA students are encouraged to attend the professional meetings and conferences offered by ILCMA, IAMMA, Civic Leadership Academy, and IGFOA. If in doubt as to whether a meeting or event qualifies as a professional development activity, please call the office at least 24 hours in advance to verify.

Pre-Career Interns should submit their PDA Checklist each semester via PSPA 695 Blackboard by the due date noted on the assignment page.

Mid-Career Students should submit their PDA Checklist via email to the MPA Program Coordinator, samfisher@niu.edu, each semester they have activities they would like the Division to record.

PROFESSIONAL DEVELOPMENT ACTIVITY CHECKLIST

Name:

Academic Semester:

	Pre-Career Requirement	Mid-Career Requirement
Formal Division Colloquia and MPA Awards Event	_____	_____
*National or Regional Conference while in program (Strongly encouraged)	_____	_____
State or Local conference(s)	_____	_____
Professional Association Meetings or Luncheons	_____	_____
Total PDAs over current semester	_____	_____
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Total PDAs over course of program	_____	_____

Please List in Chronological Order:

Activity Date:

Activity Title:

Activity Speakers and Location:

Activity Date:

Activity Title:

Activity Speakers and Location:

Activity Date:

Activity Title:

Activity Speakers and Location:

Activity Date:

Activity Title:

Activity Speakers and Location: