

PEPPERDINE | SCHOOL OF PUBLIC POLICY

Professional Development Procedures Spring 2022

As described in the [Academic Catalog](#), the School of Public Policy hosts a range of professional development 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 (excluding quotes) providing a description of the 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 event name attended, the date/time of the event, and if a non-School of Public Policy event, who organized the event and who at the School of Public Policy pre-approved the event for credit. Reflections should be submitted to Courses. 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 events and reflections by the stated deadline.

All School of Public Policy events qualify for credits; however, note: all non-School of Public Policy events whether in-person or webinar must be pre-approved by the Assistant Director of Career Services, Office of Student Services. 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:

- **Dean's Office Events = 1.5 Points (Live Event Attendance)**
- **Ask-An-Alumni Series; SPP Alumni Panel or Presentations for the School of Public Policy= 1.5 Points**
- **SPP recorded past events/webinars; On-campus events/webinars School of Public Policy or SPP sponsored = 1 Point**
- **Pre-approved events/webinars for on or off-campus outside of School of Public Policy = 1 Point**
- **Davenport Institute, any live or recorded event/webinar = 1 Point**
- **Student Organization events approved by Melissa Espinoza (Org meetings not eligible) = 1 Point**
- **Please note that any conference, or series is 1 Point for the entire scheduled event unless otherwise noted**

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 2022 Reflection Submission Deadline Date: April 15, 2022