

The Professional Skills Development Program (PSDP)

Land Acknowledgement: We acknowledge that Memorial University's campuses are situated in the traditional territories of diverse Indigenous groups, including the island of Ktaqmkuk, the ancestral homelands of the Beothuk and Mi'kmaq peoples. We acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province. For more information on our commitment to learning, healing, decolonization, and indigenization, visit the [Office of Indigenous Affairs](#) and/or the [Indigenous Student Resource Centre](#) (ISRC).

Overview: The Professional Skills Development Program (PSDP) is a free, 6-week program for international students wishing to develop and enhance the requisite skills and knowledge needed to obtain meaningful professional employment in Canada. By completing this program, students can expect to develop core competencies in **professionalism, critical thinking, self-awareness, cultural sensitivity, and communications**. This is a non-academic program worth zero credit hours. Upon completion of deliverables, students will receive a certificate and will have the option to add the PSDP to [Memorial's Online Record of Experience \(MORE\)](#)

Term: Fall 2026 (Workshop Dates: September 29 – December 1st inclusive)

Dates & Times: See page 6 for specific dates, workshops run from 12PM to 1:30PM.

Location: The Landing (UC-3015), University Centre – 3rd floor (1 Arctic Avenue)

Facilitator: Coreen Bennett, Career Advisor/Program Specialist, Career Development, Student Life

Contact Email: For individual inquiries, please send an email to psdp@mun.ca (**Note:** Do **not** use Brightspace to send messages as the inbox on that platform is not monitored). Please provide 2-3 business days for a response. General communications will be posted through Brightspace.

Eligibility: Current international students enrolled at MUN and must have a minimum of 30 credit hours completed are eligible to participate in this program. With permission, a limited number of spaces may also be made available to recent alumni (within 12 months of graduation).

Brightspace Shell: Access to program materials will only be provided *after* the first workshop takes place to verify registration status.

Certificate Distribution: Upon successful completion of all requirements of the program, a certificate will be sent to your MUN email address. A paper copy will also be made available.

Program Requirements:

To receive the certificate of completion, you are required to:

1. **Attend all workshop sessions** (see *Section I: Attendance*)
2. **Complete all *Workshop Reflections*** (i.e. listed under “Self-Assessments” on Brightspace - see *Section II: Workshop Reflections*)
3. **Complete all *Deliverables*** (see *Section III: Deliverables*)

Section I: Attendance

This program emphasizes applied and experiential learning. As such, attendance at all workshops is mandatory. In addition to helping participants build connections, the purpose of this requirement is to promote active engagement with the curriculum, encourage collaborative learning and intercultural understanding, and to give students an opportunity to practice communication skills and professionalism in real time. There will be a sign-in sheet at each workshop to prove your presence at each session. You will be considered absent if you do not sign this sheet.

In order to receive the certificate of completion, no more than 1 absence from the workshop sessions will be permitted without a valid reason. If you have missed a session or *will* miss a session, please **notify the facilitator within 24 hours of the session occurring**. Please note that a session will also be considered missed if it is noted that you are absent from it for more than 20 minutes. If there are any extenuating circumstances regarding your attendance, please notify the facilitator to see if alternative arrangements can be made.

Section II: Workshop Reflections

The ***Workshop Reflections*** represent the *curricular component* of the PSDP. Found under “Self-Assessments” on the Brightspace platform, the purpose of these reflections is to give you the time and space to independently activate your critical thinking skills, synthesize the information presented in the workshops, and engage in your own learning.

There are 5 Workshop Reflections to complete, typically due 1 week after the corresponding workshop session takes place. Each reflection requires approximately 30 minutes to complete, depending on how much effort a student commits to the assignment.

Section III: Deliverables

Deliverables represent the *experiential component* of the PSDP. The aim of these is to put into practice some of the knowledge and skills you learn about during the program. To successfully complete the PSDP and receive your certificate of completion, you will need to:

1. Attend 1 Networking Event
2. Complete 1 Hour of Volunteering
3. Submit your Resume and Cover Letter for review
4. Attending a Mock Interview with a Career Advisor or Virtually
5. Organize and conduct a “Career Chat” (i.e.. Informational Interview)

Students are responsible for independently organizing these opportunities in their own time. Also note that deliverables completed before the start of the term (September 8th) will not be accepted for the purposes of the program. Please see below for details and guidance on how to complete and submit each of these items:

1) Networking Event: A Networking Event is an organized gathering for multiple people to engage with one another and build professional connections, typically with the goal of exchanging industry knowledge and/or creating future business or employment leads. These frequently take place both on- and off campus. Some are posted on the [Student Life Calendar](#) and on [Career Development’s LinkedIn page](#).

Examples of networking events would be employer information sessions involving a Q&A session, student/industry mixers, and public events hosted by faculty/professional/industry associations such as the *Faculty of Business Administration*, *TechNL*, *Atlantic Canada Aerospace and Defence Association (ACADA)*, *MUN Economics Society*, and *Energy NL*.

Action: To provide proof of participation, attach a clear photo or screenshot taken during the event that includes you (for example, an on-scene photo or a screenshot from a virtual session). Alternatively, the coordinator of the event may sign your Deliverable Form.

2) Volunteer Experience: Volunteering is a key part of professional development. It is a wonderful way to build connections and gain experience. Connect with the [Student Volunteer Bureau](#) to learn about volunteering opportunities that might interest you, and/or find opportunities yourself by taking up a role with a student group or researching local community organizations. We highly recommend that you subscribe to the [SVB Weekly](#) for regular updates on volunteer opportunities.

Action: To provide proof of participation, attach a clear photo or screenshot taken during the event that includes you (for example, an on-scene photo or a screenshot from a virtual session). Alternatively, the coordinator of the volunteer activity may sign your Deliverable Form.

3) Resume and Cover Letter: When screening applications, a typical hiring manager looks at a resume for less than 10 seconds. Therefore, it is crucial to have a properly formatted resume that accurately represents your skills and qualifications. As a participant of this program, you must submit a copy of your resume and cover letter for review. Remember that a resume is not the same as a CV.

For more information, see [here](#) and/or refer to the [Resume/Cover Letter Guide](#).



Action: Upload your resume and cover letter to the Assignments Folder on Brightspace. Upload documents as a Word document.

4) Mock Interview: A mock interview is a practice interview that simulates the real-life interaction between you and a hiring manager. In this environment, you can assess your answers to questions, practice interviewing strategies, and get feedback on the delivery of your presentation. Use our AI-powered platform, [InStage](#), to complete this deliverable preferably **after** the workshop session on Interviewing (see workshop schedule). Alternatively, if you are you can book a mock interview with a career advisor. If you are a Faculty of Business major, you may also schedule a time [here](#). A real interview can also count towards this deliverable.

Action: If using InStage, attach the interview summary report provided by the platform with your completed Assignment Form. If you have arranged a face-to-face mock interview, the Career Advisor who conducted your mock interview can sign your Deliverable Form, or you can attach an email receipt of a follow-up from your interview. If you choose to use a real interview, you must provide proof of attendance (for example, an email receipt confirming your attendance).

5) 1:1 Career Chat: A career chat, or informational interview, is an independently arranged, 1:1 meeting with a contact (preferably a working professional) who can help you learn about a job, career, industry, or organization. It is NOT a simulation or a mock interview. You are asking this person questions about their work, for the purpose of gaining information about their job and career path, presumably because they hold a position or have experience in a role you'd be interested in pursuing yourself.

You are required to complete 1 career chat for this program. It may take place in person, virtually, or on the phone (but not through text, unless a particular accommodation is arranged). For expanding your network, career chats conducted with PSDP classmates, close friends, or family members will not be accepted. Networking platforms which may help you connect with professionals such as [LinkedIn](#). For more information on how to conduct informational interviews, see [this page](#).

Action: The person you interviewed can sign your Deliverable Form, or you may submit visual proof of your attendance/participation (ie. a clear, on-scene photo or screenshot that includes you).

Instructions on how to submit deliverables:

- Step 1:** On [Brightspace](#), download the associated Deliverable Form on Brightspace and complete the reflection questions by clicking *Assessment* and then *Assignments*.
- Step 2:** Attach proof of participation. Photos of you at the event, screenshots, and email/ticket receipts may be accepted. Alternatively, you may ask the appropriate person to sign the form.
- Step 3:** Upload the form to the appropriate assignments folder. To access the form, ensure you are using your MUN email account. Then, to create your own copy to edit, click "File" → "Make a copy."
- As with reflection assignments, feedback will be provided on Brightspace as time permits.

Communication, Professionalism, and Accommodations

Communication and Professionalism: Clear communication and professionalism, key pillars of Memorial University's [Student Success Competencies](#), are expected from all students who participate in the Professional Skills Development Program (PSDP). You are expected to arrive on time for the workshop sessions and adhere to all the given deadlines provided in this document and/or otherwise specified. We are excited you are participating in all activities as they relate to the program in a respectful manner.

Please refer to the [Student Code of Conduct](#) to familiarize yourself with expectations as they relate to student behaviours.

Accommodations: Memorial University of Newfoundland is committed to fostering equitable and accessible learning environments for all students. We understand that students have competing priorities and may require accommodation to complete certain components of the PSDP. Should you experience any difficulties in completing any requirements, please contact the PSDP Facilitator to see if alternative arrangements can be made possible.

Please note that such accommodation is contingent upon clear and timely communications on the students' part. Should a student fail to complete a program requirement without providing a sufficient explanation, they will be presumed to have dropped out of the program. Any student who has decided to drop out of the PSDP should also [notify](#) the PSDP Facilitator.

Outside of the PSDP, students who feel that they may require formal accommodations to address barriers or challenges they are experiencing related to their academic coursework are encouraged to contact Accessibility Services (the Blundon Centre) by emailing blundon@mun.ca at the earliest opportunity to ensure that required accommodations are provided in a timely manner. Accommodations for students with disabilities are provided in accordance with the Accommodations for Students with Disabilities Policy (www.mun.ca/policy/site/policy.php?id=239) and its related procedures.

Workshop Outline/Important Dates*

Time: 1:00 PM – 2:30 PM

Location: The Landing (UC-3015), University Centre - 3rd floor

	Date(s)	Activity / Workshop Topic & Location
Session 1	Tuesday, September 29 th	Intro to PSDP & Skills Identification
Session 2	Tuesday, October 6 th	Resumes and Cover Letters
Session 3	Tuesday, October 20 th	Career Exploration and Interviewing
Session 4	Tuesday, October 27 th	The Modern-Day Job Search, Networking & LinkedIn
Session 5	Wednesday, November 4 th	Workplace Standards & Intercultural Communication
Session 6	Tuesday, December 1 st	MORE and Program Completion Celebration

November 27th @ 9AM*: All remaining Assignments/Deliverables are due!

Students are encouraged to record the PSDP on [MORE](#) once certificates have been issued.