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| **REQUIREMENTS:**  Create a visual representation (e.g., timeline, flow chart) of your professional development plan (250-500 words). The final product should represent a realistic approach to reaching your professional goals over the next 5 years. | **POSSIBLE** | **ACTUAL** |
| A vision statement for your career development over the next five years (Where do you see yourself in 1 year, 3 years, 5 years?) | 20 |  |
| A list of specific career objectives, which are feasibly obtainable within the 5-year plan. | 15 |  |
| A list of key people and description of experiences necessary to help you reach your objectives. | 15 |  |
| A list of educational/training opportunities necessary to achieve your objectives. | 15 |  |
| A timeline for accomplishing major milestones. | 15 |  |
| Mechanics of Writing:   * Student is clearly in control of standard, written American English. * All work includes correct spelling, punctuation, and grammar. | 10 |  |
| Language Use and Audience Awareness:   * Student uses correct sentence construction, word choice, etc. * Student uses language in a manner that is appropriate to the purpose, discipline, and scope of the assignment. | 10 |  |
| **TOTAL** | **100** |  |

**EMM-301 Topic 7: Professional Development Plan Scoring Guide**