

Grambling State University
College of Business
Center for Student Professional Development (CSPD) Certificate Requirements

Requirements	CSPD Program Participant
Eligibility	Must be a College of Business (COB) or Computer Science Major.
Major	Accounting, CIS, Economics, Management, Marketing, Computer Science

The Professional Development Certificate

The Certificate of Professional Development is earned by attending and participating in the required professional development workshops, seminars, self-study modules and events. Workshops are offered every spring and fall semesters and are presented by business leaders and professionals with expertise in the topic covered. There are two levels of certificates: Silver Level and the Gold Level. There are specified requirements for each level. Certificates will be awarded at the end of the year.

Silver Level

The Silver Level Certificate is awarded to students who successfully fulfill the requirements of the program, which includes participating in the mandatory sessions, events, and assigned self-study modules, as well as meeting the academic requirements. The sessions are divided among the four (4) established “Pillars” of the CSPD program (**Communications, Professionalism, Interpersonal Skills and Decision Making**).

Required Workshops/Activities:

≥ 2	Communications	Making Effective Presentations, Speaking to Influence, Listening Skills
≥ 3	Professionalism	Business Etiquette, Appropriate Social Media Use, Dining Etiquette, Managing Expectations, Personal Brand Management, Making Introductions, Resume Writing, Effective Interviewing Skills
≥ 3	Interpersonal Skills	Leadership, Team Dynamics, Being a Team Leader, Assertiveness, Networking
≥ 3	Decision Making	Critical Thinking, Prioritization, Analysis, Reasoning & Rationale
≥ 2	Self Study Modules	As assigned by CSPD

Other requirements:

- Resumé and cover letter must be approved and on file with the CSPD and Career Services.
- Attend the Networking Events, Dinners/Receptions sponsored by the CSPD.

Gold Level

To achieve the Gold Level Professional Development Certificate students must successfully complete the requirements for the Silver Level Professional Development Certificate

AND

Successfully complete an experiential assignment (e.g., an internship, co-op, part-time job assignment that is relevant to the student's major, or long-term community service role).