Individual Development Plan for Graduate Students

The Individual Development Plan (IDP) will aid the graduate student in creating and accomplishing both long-term goals and short-term goals in order to work towards the desired career goal. In order to receive the maximum benefit from the IDP process, it is essential that both the trainee and the Advisors participate fully in the process. **The IDP will need completed 2x per year (July and January)** and reviewed by both the advisor and the advisory committee, constructive feedback from your graduate advisor will increase the probability of your achieving your individual career goals.

_____

Name of Trainee   _____

Academic Year   _____

Advisor / Department   _____

Co-Advisor / Department _____

_____

Part I. Career Goals (to be completed by trainee)

1. **Please indicate one or more of your individual career goals:**

Please specify where applicable:

Academic	_____
Private Sector/Industry/Biotech	_____
Public Sector/ Government	_____
Health Care / Clinical Science	_____
Writing and Communication	_____
Other/Undecided	_____

2. In order to be competitive for your desired career path(s), what additional training or experience is needed prior to applying for positions?

3. When do you anticipate going on the job market? Are there constraints that affect your job search (partner's career, visa issues, geographic limitations, etc.)

Part II. Review of Past Semester (to be completed by the trainee)

Advisory Committee Meetings

It is important to meet with your committee at least once a year.

Have you had a committee meeting this year (July 1 – June 30)?

___ Yes, please provide date(s). _____

___No, if no, it needs to be scheduled, please provide date _____

___ Do not have a full committee at this.

Advisory Committee Members (please list all current members providing names and departments)

Prior to the candidacy examination students are required to have <u>at least</u> 3 members (including an advisor) with one of the members coming from a department outside that of the student's advisor's home department. Students/advisors can opt to have four members in place ahead of candidacy. Post-candidacy but prior to prospectus students are required to have four members on their committee. The final 5th member will be added ahead of the dissertation defense by the COGS Dean.

Name	Email	Location / Department

List all accomplishments from the past year in the following categories. Provide as much detail as possible (dates, locations, titles, departments, names, etc.).

- **Research Training and Professional Progress**

- **Publications**
    - **Published**
    - **Submitted**
    - **Abstracts**

- **Presentations:**

- **Grant-related activity (submissions pending; funded)**

- **Honors and Awards:**

- **Other Professional Activities:**

- **Program Coursework:**

Courses	Year	Semester	Credits	Grades

Part III. Skills Assessment (to be completed by the trainee)

This assessment will help you identify the scientific skills and knowledge areas in which you are proficient and those that could use some attention. Questions were adapted from MyIDP Science Careers (https://myidp.sciencecareers.org) which utilizes the National Postdoctoral Association's core competencies for PhD scholars. This is a subjective self-assessment of your skills that you will complete every year and allows you to track your progress in these key skill areas from the start to end of your graduate career. The results of this assessment are intended to help establish your goals for the year.

1 = below expectations / 3= meeting expectations / 5 = Above expectation

Scientific Knowledge

____ Broad based knowledge of science

____ Knowledge of my specific research area

____ Critical evaluation of scientific literature

Research Skills

____ Technical skills related to my specific research area

____ Experimental design

____ Statistical analysis

____ Interpretation of data

____ Creativity/innovative thinking

____ Clinical and Applied Skills

Responsible Conduct of Research

____ Careful record keeping practices

____ Understanding of data ownership

____ Understanding responsible authorship and publication practices

Management and Leadership

____ Planning and organizing projects

____ Working on interdisciplinary teams

____ Training others

Communication

____ Writing scientific publications

____ Writing grant proposals

____ Presenting research to scientists

____ Presenting to nonscientists

__ __ Teaching in a classroom setting

____ Training and mentoring individuals

____ Seeking advice from advisors and mentors

Career Planning

____ How to maintain a professional network

____ How to identify career options

____ How to prepare application materials

____ How to interview

____ How to negotiate

Academic

____ Creating and Delivering Lectures

Total Points _ _____

Part IV. Program Feedback (to be completed by the trainee)

1. Based upon your experience, what has gone well with the program? What have you enjoyed the most about your program?

2. Based upon your experience, what could we improve within the program? What did you enjoy the least about the program?

3. Any particular courses or instructors you think could be improved? How?

4. What resources were most valuable to you throughout your experience here? Are there any additional resources that would have been beneficial to your success in the program?

5. Additional feedback

Part V. Plan for Next Year (to be completed by the trainee)

List all planned activities for the upcoming semester in the following categories research, academic and other. Additionally, Identify skills to prioritize within your annual plan. Some skills may only be relevant early in your training, whereas other skills may become applicable later in your training.

Research Projects:
Grant Submission:
Leadership:
Educational:
Conferences:
Skills:
Papers/Abstracts:
Other professional activities:

Part VI. Advisor Comments and Recommendations (to be completed by advisor)

To be completed in discussion with student. This form is intended to provide open dialog between advisor and student and create a better research partnership.

In this section, advisors should comment on:

*   **Trainee's progress (e.g. research project(s), publications, presentations, skills assessment), discuss strengths and areas requiring improvement.**

*   **Discuss current and/or future advising plan/strategies to improve/maintain student progression**

*   **Discuss areas in which the program can improve to better support advisor and or student**

*   **Additional Comments**

Advisor Signature

Date

Co-Advisor Signature

Date

I have reviewed this document with my advisor and have seen their comments.

Student Signature

Date