

INDIVIDUAL DEVELOPMENT PLAN

YEAR

1

STUDENT NAME

ADVISOR NAME

DATE

Your Individual Development Plan (IDP) for Year 1 should be completed by the middle of your first semester. The goal of completing your IDP is to get your training off to a good start. A key component of this good start is to establish honest and open lines of communication with your advisor.

Filling out this Year 1 form will help you to begin formulating a plan for your training. Share this plan with your advisor at your initial IDP meeting and obtain their feedback. At the end of this process, you will have generated an action plan that will guide your training as you progress through your graduate program.

During orientation you received a list of student and advisor responsibilities in your training. Make sure that you and your advisor review those responsibilities as they will be important to the success of the student-advisor relationship.

IDP Steps:

- 1 Step back and self-assess!**
- 2 Set your first meeting with your advisor.**
- 3 Lead the discussion.**
- 4 Obtain your advisor's feedback on your IDP.**
- 5 Complete the "Action Plan" (page I.4)**
- 6 Duplicate and submit a signed copy to the Graduate Program Office.**

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TRAINING • MENTORING

1. What requirements of your graduate program do you need to complete, and what is your plan to fulfill them?
2. What fellowships are you applying for? Have you been able to get the guidance you need to apply for these awards?
3. What are your primary goals in your academic training?
4. What resources or support will most help you to succeed in graduate school? Mention any technical training you may need.
5. What actions can be taken to make sure the needs outlined in # 4. are met?
6. What is important to you in a mentoring relationship?
7. Are there any factors that may negatively affect your progress?
8. What help can your advisor or other faculty/staff provide regarding professional development and graduate training?
9. Your success as a student will be linked to your overall wellness. What are you doing to tend to this?

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One of the most important parts of your training is to develop a skill set transferrable beyond graduation. Evaluate your strengths and weaknesses below relative to where you think a student in the first year of their graduate studies should be, checking the boxes for skills that you would like to target in the coming year. Ask your advisor how s/he agrees or disagrees with this assessment. An honest self-assessment and discussion will help you set goals for your training.

Mark your perceived current ability level

RESEARCH SKILLS & SCIENTIFIC THINKING

	1 (weak)	2 (aver.)	3 (strong)	Target skill for this year
Broad-based knowledge of science				<input type="checkbox"/>
Critical reading of scientific literature				<input type="checkbox"/>
Experimental design				<input type="checkbox"/>
Technical skills pertinent to your field				<input type="checkbox"/>
Statistical analysis and interpretation of data				<input type="checkbox"/>
Creativity and innovative thinking				<input type="checkbox"/>
Understanding of submission/peer review process				<input type="checkbox"/>
Identifying and seeking advice				<input type="checkbox"/>
Time management				<input type="checkbox"/>

COMMUNICATIONS

Writing of a research proposal or publication				<input type="checkbox"/>
Writing with appropriate grammar and structure				<input type="checkbox"/>
Speaking to a specific audience				<input type="checkbox"/>
Communicating one-on-one				<input type="checkbox"/>
English fluency				<input type="checkbox"/>
Working with constructive criticism				<input type="checkbox"/>

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THIS ACTION PLAN IS TO BE DEVELOPED JOINTLY BY THE GRADUATE STUDENT AND THE MENTOR DURING OR AFTER YOUR DISCUSSION. Keep it accessible for meetings with your advisor.

Communication

What is the best way to set meetings and communicate regularly?

1

Target skills

What skills (~1-2) did you identify as important development targets for the coming year?

2

Coursework and Activities

List any activities in which you and your advisor agree you should participate to achieve your academic objectives in the coming year. Include courses you must complete.

3

Financial support

If you know, what will be your financial support for the next year?

4

Additional actions

In order to aid your success, are there any additional actions that can be initiated or continued by you?

5

By your advisor?

Following up

How often do you and your advisor plan to meet?

6

Other

Is there anything else you and your advisor discussed?

7

Signature of Student

Signature of Advisor