**PhD – Individual Development Plan (IDP)**

**BMS Graduate Students – year 3 +**

**Student name: Date**

**Advisor name:**

**Directions for the student:** This form is a record of the annual review of your IDP. Complete the assessment and discuss with your advisor. You and your advisor need to sign the last page. Keep a copy for yourself, give a copy to the Research Office for inclusion in your file. *Due Sept. 30*

**Skills Assessment**

Rate your accomplishment in each area using the numerical scale where 1= highly deficient and 5 = highly proficient. Use the full range of scores. It is expected that you will be deficient in many areas – that is why you are seeking training.

**Research Skills and Scientific Knowledge** Check if this a target

skill for this year

Broad based knowledge of science 1 2 3 4 5

Knowledge of current discipline 1 2 3 4 5

Critical evaluation of scientific literature 1 2 3 4 5

Technical skills related to my specific research area 1 2 3 4 5

Experimental design 1 2 3 4 5

Data management/ laboratory notebook 1 2 3 4 5

Statistical analysis and interpretation of data 1 2 3 4 5

Math skills and experience with large data sets 1 2 3 4 5

Understanding submission and the peer review process 1 2 3 4 5

Initiative/independence 1 2 3 4 5

Creativity and innovation 1 2 3 4 5

**Mentoring/Teaching**

Experience with lecturing/course organization 1 2 3 4 5

Setting expectations for others 1 2 3 4 5

Training others in laboratory skills 1 2 3 4 5

**Communications**

Organization of research proposal or publication 1 2 3 4 5

Writing with appropriate grammar and structure 1 2 3 4 5

Speaking clearly and precisely (no jargon) 1 2 3 4 5

Presenting research to different audiences 1 2 3 4 5

Seeking advice from advisors and mentors 1 2 3 4 5

Working with constructive criticism 1 2 3 4 5

**Independence/Professionalism**

Can independently plan, run, and interpret experiments 1 2 3 4 5

Upholding commitments and deadlines 1 2 3 4 5

Dealing with conflict 1 2 3 4 5

Lab citizenship 1 2 3 4 5

Work ethic 1 2 3 4 5

Managing data and resources 1 2 3 4 5

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| **What program requirements do you need to complete and what is your plan to fulfill them?** |
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| **Have you completed your candidacy exam? When was your last committee meeting?** |
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| **What fellowships are you applying to?** |
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| **What conferences would you like to attend?** |
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**Acquiring Skills**

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| **What are your approaches to address target skill areas for this year?** |
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**Research Development**

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| **Do you have a defined path and/or endpoint for your thesis work? Discuss briefly.** |
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| **When do you expect you will finish the key experiment(s)/project(s)?** |
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| **Describe any unanticipated challenges or factors that negatively affected your progress.** |
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| **What do you expect will be your greatest experimental challenges this year?** |
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| **What help can your advisor or other faculty/staff provide? Indicate if you need help finding resources.** |
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**Professional Development**

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| **What is your plan immediately post-graduation?** |
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| **What professional development activities did you do over the past year and what will you try and do this year?** |
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| **Do you have plans for experiential learning this year?** |
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| **What do you need from your mentor or institution to help you inform your career decision and achieve your goal?** |
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| **What service, outreach and/or leadership experiences have you had in the past year?** |
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**Personal Development**

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| **Your success is tightly linked to your wellness. What are you doing to maintain this?** |
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| **Your success is also linked to your level of confidence. How do you rate yourself and what do you do to improve your self-confidence?** |
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| **Do you feel you have enough time for outside activities? What hinders a healthy work/life balance?** |
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**For the Advisor:**

During your meeting with the student, evaluate if the assessment and plans are realistic and work with the student to modify them if needed. Ask the following questions to review the effectiveness of your interactions with your trainee and add a check mark to indicate that they were completed.

Do you have enough opportunities to talk about your data with me or to present it to others?

Are your meetings with your dissertation committee effective; can we do anything to improve them?

What other help do you need to help you achieve your goals for the coming year?

If you, the advisor, know of specific commitments this year that will affect when you can read drafts of papers, proposals, etc. please make the student aware of these. Students should be aware that other commitments may arise and to check the advisor’s schedule before expecting them to return drafts by a certain date.

Signature of Student:

Signature of Dissertation Advisor:

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| Additional comments from the advisor (optional): |
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