**CHARLES E. SCHMIDT COLLEGE of SCIENCE**

**Department of Biological Sciences**

**M.S. Thesis Individual Development Plan (IDP)**

Student: Year in program: Faculty Mentor:

Implementation Date (if new): Mid-year check in date: Z#:

**IDP Form:** The Graduate Student Individual Development Plan is a required document designed to serve as a tool to enhance communication between you and your faculty advisor.

**Benefits**: The IDP offers you an opportunity to co-create your M.S. program goals in partnership with your faculty mentors with the intention of creating meaningful and clear academic and/or research expectations, identifying developmental milestones, and assessing your performance.

**Note: the IDP is a dynamic document that will require adjustments as circumstances change and evolve. Students and their advisors are both responsible for creating and implementing the IDP**.

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| **Mentee’s Responsibilities** | **Mentor’s Responsibilities** |
| * Complete the first draft of the IDP form and email completed form to faculty mentor. | * Review the draft IDP form before meeting with mentee. |
| * Set up meeting time to discuss IDP goals with faculty mentor. | * Provide guidance and **jointly** adjust goals, as appropriate. |
| * Make appropriate adjustments to IDP based on faculty mentor’s input. | * Provide clear and constructive feedback. |
| * Discuss with faculty mentor your research related expectations, including data collection, storing of data, data ownership protocols, co-authorship practices, etc. | * Provide clear expectations regarding data collection, storing of data, and ownership of data, as well as co-authorship opportunities and practices. |
| * Be a proactive communicator. If you have any questions regarding your program advancement, goals, or any other matter that would impede achieving your plans, contact your mentor immediately. | * Be responsive to mentee’s meeting requests and adjust IDP as needed. Contact graduate program coordinator/director regarding mentee’s program advancement if needed. |

**Important*: If you are considering a faculty mentor or academic program change, please contact Rebecca Dixon at*** [***rdixon@fau.edu***](mailto:rdixon@fau.edu) ***as soon as possible to discuss options and schedule a meeting with the Graduate Program Director as needed.***

**IDP DUE DATES**

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| --- | --- | --- |
| **M.S. Program Fall Entry** | **M.S. Program Spring Entry** | ***All forms are due by stated dates to Rebecca Dixon, M.S. program coordinator via email at rdixon@fau.edu.*** |
| **November 1st** – Submit completed and signed IDP form along with your plan of study | **April 15th** – Submit completed and signed IDP form along with your plan of study |
| **April 15th** – Submit revised and signed IDP mid-program update | **November 1st** – Submit revised and signed IDP mid-program update |

**For Master’s Thesis Students:**

1. **Career Goals**
   1. What excites you most about pursuing your Master’s degree in Biological Sciences?
   2. What are your post-graduation career goals?
   3. How will earning Master’s degree in Biological Sciences help you achieve your career goals?
   4. Describe one or two activities (e.g. research, academic service learning, and/or volunteering opportunities) you could participate over the course of the academic year to help you achieve your post-graduation career goals.
   5. Faculty mentor feedback / comments:
   6. Mid-program update:
2. **Academic Skills**
   1. What academic skills are you committed to learning and/or improving in the Master’s degree program:
      1. Improving your academic writing skills
      2. Conducting a literature review
      3. Learning about Biological Sciences research methodologies
      4. Identifying and accessing academic support resources
      5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. What is one or two academic skill(s) you want to focus on enhancing this semester?
   3. What kind of support will you need to achieve your goal(s)?
   4. Faculty mentor feedback/comments:
   5. Mid-program update:

1. **Thesis Plans** 
   1. What is your thesis topic? If you don’t know your specific topic, list 2-3 potential topics that are intriguing to you at this point.
   2. What is your writing schedule plan? When do you plan to write (e.g. every day, weekends, etc.)?
   3. What questions do you have for your faculty mentor about the thesis writing process?
   4. When do you aspire to have completed your thesis? For example:
      * *First semester*: identify 1-2 faculty approved research topics, start literature review, narrow topics to 1-2 research questions for review and approval

* *Second semester*: submit thesis research question approval, establish faculty committee, finalize literature review, write your first rough draft
* *Third semester:* Submit first full draft for review, work on edits and final revisions
* *Fourth semester:* submit thesis for final approval

1. Faculty mentor comments:
2. Midyear update:
3. **Research Plans**
   1. If applicable, list research skills learned as an undergraduate student (e.g. specific laboratory,
   2. statistical and or field research skills):
   3. Name your top 2-3 research goals for this academic year?
   4. Discuss and outline data management plans, data ownership protocols, and co-authorship practices:
   5. Faculty mentor comments:
   6. Midyear update:
4. Working together
   1. How often would you like to meet with your faculty mentor? Do you have a preference in terms of whether you meet in person or virtually?
   2. What will your work schedule be? (number of hours, days, location, etc.)
   3. What is your initial assignment for this academic year?

1. **Other** 
   1. What are your main roles and/or responsibilities outside of your academic and research responsibilities that you would like your faculty mentor to know about?
   2. YOU matter and your mental and physical health matter. How are you going to prioritize your own well-being throughout the academic year?
   3. What are two strengths you can draw upon when you encounter obstacles throughout the academic year?
   4. Is there anything else you would like your faculty mentor to know?
2. **Additional Faculty Comments**:

This Individual Development Plan (IDP) was jointly reviewed and discussed and will be used as a working document to help ­­­­­­(ENTER STUDENT NAME) achieve stated academic and research goals.

***Initial IDP Review Date*:**

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Graduate Student Name Faculty Mentor Name

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Graduate Student Signature Faculty Mentor Signature

***Mid-year IDP Review Date:***

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Graduate Student Name Faculty Mentor Name

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Graduate Student Signature Faculty Mentor Signature