**CHARLES E. SCHMIDT COLLEGE of SCIENCE**

**Department of Biological Sciences**

**IB Ph.D. Individual Development Plan (IDP)**

Student: Year in program: Faculty Mentor:

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

**IDP Form:** The graduate student Individual Development Plan (IDP) 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 Ph.D. 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 working together to create and implement 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(s) regarding mentee’s program advancement if needed. |

**IDP DUE DATES: New Academic Year - October 15th and Mid-Year Update – May 15th**

**Important*: If you are considering a faculty mentor or academic program change, please contact Dr. Stacee Caplan, academic program coordinator, as soon as possible to discuss options and schedule a meeting with the Graduate Program Director(s) as needed.***

**IB Rotation Students: *If you are entering the IB Ph.D. program as a rotation student, please focus on answering numbers 1, 2, 5, and 6 during your laboratory rotations. After you and a faculty mentor mutually agree to a mentor-mentee pairing, you will work together to create and implement an IDP.***

**Students working in research labs at affiliate institutions will have the option to use the IB IDP format or one provided by their research institution, if available. Please note that use of the IB Ph.D. program IDP format is *highly encouraged*.**

**IB PhD Students:**

1. **Career Goals**
   1. What motivates you most about pursuing your doctorate in Integrative Biology?
   2. What are your post-graduation career goals?
   3. Faculty mentor feedback / comments:
   4. Mid-year update:
2. **Academic Skills**
   1. List 1-2 academic skill(s) you are committed to learning and want to focus on enhancing this semester; for example:
      1. Improving your academic writing skills
      2. Conducting a literature review
      3. Learning about Biological Sciences research methodologies or statistical analysis
      4. Identifying and accessing academic support resources
      5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. What type of support will you need to achieve your goal(s)?
   3. Faculty mentor feedback / comments:
   4. Mid-year update:
3. **Research Plans**
   1. If applicable, list research skills you have obtained to date (e.g. specific laboratory, statistical and or field research skills):
   2. Name your top 1-2 research goals for this semester / academic year?
   3. Describe how you plan to achieve your research goals:
   4. What type of support will you need to reach these goal(s)?
   5. What questions do you have for your faculty mentor related to your research plans?
   6. Faculty mentor comments:
   7. Mid-year update:
4. **Dissertation Development and Writing Plans** 
   1. What is your tentative dissertation title? *Note for* *new students:* if you do not know your specific research topic, list 1-2 potential topics that are intriguing to you at this point.
   2. What is your planning and writing schedule plan? For example: every day, weekends, etc
   3. What are your dissertation goals for this semester / year?
   4. What questions do you have for your faculty mentor about the dissertation planning and writing process?
5. Faculty mentor comments:
6. Mid-year update:
7. **School-life balance**
   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?
8. **Working together (*to be completed with faculty mentor or laboratory rotation advisor*)**
   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. Outline your lab-work schedule for this semester / academic year. For example: number of hours, days, location, etc.
   3. Outline your lab-work assignment for this semester / academic year:
   4. Discuss and outline data management plans, data ownership protocols, and co-authorship practices:
   5. Faculty mentor comments:
   6. Mid-year update:
9. **Additional Faculty Comments (optional):**

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