**Instructions for Completion of the IDP Form**

The student fills out the entire form.

The thesis advisor independently fills out Part A1 and gives it to the student.

The student and thesis advisor set aside time for a discussion dedicated to the IDP, independent from research discussions. The goal is to identify and prioritize training needs and research and career goals and make a concrete plan to address them. Parts B and C should be refined during this discussion.

Submit Parts B and C to the Graduate Group Office and to the thesis committee, one week before the thesis committee meeting.

Revise and update the plan as necessary, in consultation with the thesis advisor and thesis committee.

**A. Skills and Motivations and Career Planning**

*PRIVATE DOCUMENT to be discussed between student and mentor only.*

*Student and mentor should independently fill out Part A1 and then compare/discuss.*

*Use this section to assess training needs and guide your preparation of the IDP in Parts B & C.*

**A1.** *ASSESSMENT SCALE*

|  |  |  |  |
| --- | --- | --- | --- |
| **At the bench** | **Strong** | **Medium** | **Weak** |
| Designing experiments |  |  |  |
| Prioritizing and completing experiments |  |  |  |
| Troubleshooting |  |  |  |
| Quality of data |  |  |  |
| Notebook maintenance |  |  |  |
| Interpreting data |  |  |  |
| **Working with others** | **Strong** | **Medium** | **Weak** |
| Lab citizenship |  |  |  |
| Collaborative interactions |  |  |  |
| Conflict resolution |  |  |  |
| Willingness & ability to seek out help |  |  |  |
| Relationship with mentors/mentees |  |  |  |
| **Communication** | **Strong** | **Medium** | **Weak** |
| Informal interactions |  |  |  |
| Oral presentations |  |  |  |
| Writing skills |  |  |  |
| Teaching |  |  |  |
| **Learning** | **Strong** | **Medium** | **Weak** |
| Seminar and journal club attendance |  |  |  |
| Active participation in group discussions (in class, lab meeting, journal club, etc.) |  |  |  |
| Mastery of the literature (specific & general) |  |  |  |
| Independent and creative thinking |  |  |  |
| **Motivation** | **Yes** | **Medium** | **No** |
| Enjoy working in the lab |  |  |  |
| Feel I am being creative |  |  |  |
| Confident in my abilities |  |  |  |
| Work really hard |  |  |  |
| **My biggest worry is:** |
| **I’m most excited or proud about:** |

*PRIVATE DOCUMENT to be discussed between student and mentor.*

|  |  |
| --- | --- |
| **A2. Career planning**  |  |
| When do I aim to finish my PhD? |  |
| What type of work would I like to be doing immediately after my PhD? (postdoc or other?)  |  |
| What types of long-term careers interest me?  |  |
| What is important to me in a career? |  |
| What skills are most important for my desired career? |  |
| Who are my best role models or networking contacts for that career?  |  |
| How can my thesis mentor best help me to further my career? |  |

Useful resources for post-PhD career planning can be found at this link:

[**http://www.nationalpostdoc.org/careers/career-planning-resources**](http://www.nationalpostdoc.org/careers/career-planning-resources)

**Individual Development Plan for Date**

**B. Achievements and Plans/Goals**

*PART OF ACADEMIC RECORD – SUBMIT TO GRAD GROUP OFFICE AND THESIS COMMITTEE.*

|  |  |  |
| --- | --- | --- |
| **Achievements** | **Last period (accomplished)** | **Next period** **(planned)** |
| **Courses**  |  |  |
| **Publications** |  |  |
| **Fellowships****(applied for or awarded)** |  |  |
| **Conferences or seminar series** |  |  |
| **Oral presentations** |  |  |
| **Poster presentations** |  |  |
| **Teaching experience** |  |  |
| **Community service/ leadership experience** |  |  |
| **Responsible Conduct of Research Training (RCR)** |  |  |
| **Job applications/****PhD defense** |  |  |
| **Other** |  |  |

*Some categories may not be applicable to you – if so, simply write “N/A”*

**Individual Development Plan for Date**

**C. Skills to improve**

* Identify specific skills and strengths that you need to develop
* Define concrete actions to help develop these specific skills and strengths

*PART OF ACADEMIC RECORD – SUBMIT TO GRAD GROUP OFFICE AND THESIS COMMITTEE.*

|  |  |  |
| --- | --- | --- |
| **Skills to improve** | **Action(s)** | **Time frame** |
| **At the bench** |  |  |
| **Working with others** |  |  |
| **Communication** |  |  |
| **Learning** |  |  |
| **Motivation** |  |  |

*Add or remove specific “Skills to improve” in these categories, as appropriate, based on discussion of Part A.*

***Submit Forms B & C to your Graduate group office and Thesis committee prior to each thesis committee meeting*.**