**Individual Development Plan for IU Biology EEB students** (version: 12 March 2020)

**Overview:** An Individual Development Plan (IDP) is a self-assessment and planning document used to identify and revise your goals and objectives during graduate school. Each EEB graduate student should complete an IDP annually, with the assistance of their advisor/faculty mentor.

**Annual Procedure:**

1. Self-assess your progress during the past year and your goals for the upcoming year

2. Complete a draft of your IDP

3. Provide the draft to your advisor(s), and then meet with them to discuss it

4. Revise and complete your IDP, and submit a copy to: (1) your graduate advisory committee at least 1 week before your annual meeting, and (2) your Sharepoint folders ([link](https://indiana.sharepoint.com/%3Af%3A/r/sites/msteams_c8bbf5/Shared%20Documents/General/%28Don%27t%20Move%21%29%20EEB%20Student%20and%20Committee%20Files?csf=1&web=1&e=bzaBcg)) along with a copy of your most current C.V.

**To help you in completing your IDP, consult the following**:

1. The checklist for EEB graduate students (form [here](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-form-checklist.doc))

2. Your IDP(s) from previous years, if you have them.

3. Your professional CV, which should include the following categories (or equivalents), where relevant:

• Professional preparation

• Peer-reviewed publications

• Grants and awards

• Talks and poster presentations

• Teaching, outreach, and other activities

4. General Self-Reflection Questions

What are my:

• Career goals?

• Strengths and challenges?

• Short-term goals for academic and professional success?

• Long-term goals for academic and professional success?

Online resources such as ScienceCareers MyIDP ([https://myidp.sciencecareers.org/)](https://myidp.sciencecareers.org/%29) can also help you evaluate your options for long-term career goals based on your interests and skills.

**PART 1: SELF-ASSESSMENT OF CURRENT STATUS**

A. List or briefly describe major research accomplishments this past year. *Note: do not include publications or presentations here; these should be listed on your CV.*

B. What achievement of the past year are you most proud of, and why?

C. List or briefly describe scientific and/or professional skills attained over the past year.

D. Are you satisfied with your research progress in the past year? Is your planned project feasible, given your current resources and timeline? If not, how could this be improved?

E. Are you satisfied with your academic progress in the past year? If not, how could this be improved?

F. Are you satisfied with other aspects of your career and professional development in the past year? Do you feel supported in your career and professional development? If not, what actions could be taken to change this?

G. Are there any additional factors (personal or professional) that have negatively affected your progress, either inside or outside the lab? Are there things that have been or can be done to resolve these factors?

**PART 2: SELF-ASSESSMENT OF CURRENT SKILLS AND COMPETENCIES**

 Evaluate your strengths and areas for improvement below, relative to where you think a student at your stage (e.g., year) of graduate studies should be. Mark which box you think best reflects your current level of skill or competency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill or competency** | Needs attention (and I would like help with this) | Needs attention (and I am already working on this) | Developing (and I am still working on this) | Well-developed |
| **Research skills/Scientific development** |   |   |   |   |
| Critical reading of scientific literature |   |   |   |   |
| Experimental design |   |   |   |   |
| Statistical analysis and data interpretation |   |   |   |   |
| Experience with submission/peer review |   |   |   |   |
| Identifying and seeking advice |   |   |   |   |
| Time management  |   |   |   |   |
|   |   |   |   |   |
| **Communication** |   |   |   |   |
| Writing with appropriate grammar and structure |   |   |   |   |
| Writing a research proposal |   |   |   |   |
| Writing a scientific publication |   |   |   |   |
| Speaking to a specific audience |   |   |   |   |
| Preparing and delivering a scientific talk or lecture |   |   |   |   |
| One-on-one communication |   |   |   |   |

**PART 3: PLAN FOR THE UPCOMING YEAR**

A. What specific requirements of the graduate program do you need to complete in the next year? (The checklist for EEB graduate students—in the EEBGrads Box folder—can help you evaluate this.) What is your plan to fulfill them?

B. What are your primary goals for your research over the next year? Outline 2-3 specific goals.

C. What are your target skills for academic/professional training over the next year? List 1-2 specific target skills.

D. What are your plans for developing your scientific writing skills and your oral presentation skills in the upcoming year?

E. What specific resources and support do you need to achieve these goals?

F. What actions can be taken to make sure the needs outline above are met? What specific plans would you like your mentor to implement?

G. What specific plan has been made for regular meetings between you and your advisor(s)?

**PART 4: LONG-TERM GOALS**

A. When do you anticipate finishing your predoctoral training? If this is different from the normal time frame for the EEB program, briefly describe why.

B. What are your long-term career goals? Do you have a plan and timeline for achieving them?

C. With respect to these career goals, what is your anticipated “Next Step” after completing your IU degree (e.g., postdoctoral training, research job, science policy, science communication, teaching, additional education, other)?

D. Have any of the above answers changed since you completed an IDP last year?

E. Are there any additional research or training activities that could be completed in graduate school, that you feel would help achieve these goals?

F. With respect to these career goals, what resources can your advisor, committee members, and/or the EEB program provide to you or help you find?

*[Once you have revised and completed your IDP, please remember to submit a copy to: (1) your graduate advisory committee at least 1 week before your annual meeting, and (2) your Department of Biology Dropbox, along with a copy of your most current C.V.]*