



Individual Development Plan (IDP) for University of Maryland School of Medicine PhD Candidate Graduate Students

Name of Graduate Student:

Review Date:

Mentor:

Program:

Start date in lab:

Anticipated end date:

The Graduate Program in Life Sciences is committed to providing a top-tier research training environment for graduate students. To further support the development of graduate students in their trajectory towards independent careers, the Graduate Program in Life Sciences is pleased to provide the Individual Development Plan (IDP) as a mentoring guidance document. Once completed, please turn in to your program administrator.

Goals:

- Provide constructive feedback to trainees regarding their progress during the past six months
- Identify trainee's short-term research project goals to promote enhanced productivity.
- Identify trainee's professional development needs, foster career growth and long term goals
- Help ensure trainee's expectations and goals are aligned with those of the faculty advisor.

Instructions

Graduate Students should complete Section A and provide their complete responses to their faculty mentor prior to the scheduled review meeting. During this review meeting, both parties will discuss the graduate student's responses. **Faculty Mentors** will provide Section B. This is designed to elicit feedback on the student's overall performance as well as targeted areas for improvement.

Note: *Programs that already use IDPs, and/or have procedures to obtain mentor comments that cover similar information, may continue to use their forms. These alternatives should be reviewed and tracked by the Graduate Program.*

For assistance/guidance, please contact GPILS Director of Career Development:
jaumiller@som.umaryland.edu

Part A (completed by Graduate Student)

SUMMARY OF YOUR RESEARCH PROJECT

1. Initial IDP: Briefly describe the aims and experimental approaches of your research project. What is the significance of the research? Are collaborations or use of specialized resources/cores anticipated? If yes, indicate formal arrangements. (1/2 page sufficient), **OR**

Biannual IDP: Briefly summarize your research project and major accomplishments in the past six months (1/2 page should be sufficient)

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2. What new skills and education/training in new research areas would enhance your project and your professional development?

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3. Please attach an NIH format BioSketch

<http://grants.nih.gov/grants/funding/2590/biosketchsample.pdf>

4. Selection of Thesis Committee – if you have selected your thesis committee, please list the members here. (Also, please be sure to complete graduate school thesis committee form if not already completed:

http://www.graduate.umaryland.edu/documents/doctoral_committee%20update%202012.pdf)

Thesis Committee Member Name	Department	Graduate Faculty Status

PLANS FOR COMING YEAR

1. List research project goals

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2. Scholarship or other funding applications planned for the upcoming year

3. Potential collaborations in the coming year, if appropriate

4. Plans for improving scientific writing and oral presentation skills in coming year. Brief outline of accumulating results toward a research paper or presentation in coming year.

5. Which professional societies do you wish you become a member of?

6. Which workshops and seminars offered by GPILS or by partner groups on campus have you attended or do you plan to attend?

	Yes	Plan
NRSA Workshop	<input type="checkbox"/>	<input type="checkbox"/>
Getting your research published	<input type="checkbox"/>	<input type="checkbox"/>
Presenting your research	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Leadership and Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Networking	<input type="checkbox"/>	<input type="checkbox"/>
Writing a CV or resume	<input type="checkbox"/>	<input type="checkbox"/>
Individual consultation	<input type="checkbox"/>	<input type="checkbox"/>
“Careers in Science” seminar	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

CURRENT CAREER GOALS

List several alternatives if appropriate. (Career options may be explored at <http://myidp.sciencecareers.org>)

SUGGESTIONS TO IMPROVE IDP PROCESS AND FORMS

We would like to improve the IDP process and forms continuously. We would appreciate your constructive suggestions, which will be treated confidentially. If you prefer, please provide written or oral suggestions separately to Jennifer Aumiller jaumiller@som.umaryland.edu.

Signature of Faculty Mentor _____ Date

Signature of Graduate Trainee _____ Date

By signing this form, both parties confirm that they have **discussed** all items outlined in the document. **This form summarizes their discussion; it does not constitute a binding contractual agreement between the parties.**

Part B: (completed by the Faculty Mentor)

Please summarize the following points:

- Research project progress.
- Trainee's strengths.
- Trainee's capabilities and performance needing improvement.
- Comment on the Graduate Trainee's supervisory and/or group management skills, oral and written communication skills, and participation in group meetings and seminars.
- Additional major points discussed during the IDP meeting

Additional topics that may be addressed below:

- Is the Graduate Trainee's career development on-track?
- What skills should the trainee improve or acquire in order to advance his/her career?
- Summarize what portion, if any, of the research project might be taken by the individual to initiate his or her independent research.
- If performance has been unsatisfactory, what are the specific goals that the trainee must meet?
- How can the Graduate Program in Life Sciences as a whole or the individual training program assist in helping your trainee achieve his/her overall goals?

Signature of Faculty Mentor _____ Date _____

Signature of Graduate Trainee _____ Date _____

By signing this form, both parties confirm that they have **discussed** all items outlined in the document. **This form does not constitute a binding contractual agreement between both parties.**

Signature of Program Director _____ Date _____

This document is available for download at:

Additional Resources

Additional resources and discussion regarding IDPs are available widely, including via FASEB and Science Careers, e.g.: <http://www.faseb.org/portals/2/pdfs/opa/idp.pdf>
<http://myidp.sciencecareers.org>