Sample Individual Development Plan

An Individual Development Plan is a planning tool that can help you assess your current skills and strengths, identify your short-term and long-term goals as a scholar, teacher, and professional in your field, and create a plan for developing your skills and meeting your goals. Remember that goals should be Specific, Measurable, Achievable, Relevant, and Timely (SMART). Work with your mentor to discuss these goals, your strategies and timeframes for meeting them, and the ways your mentor can support you. Think of this plan as a live document that can be edited and adjusted to suit your needs and your progress. Continual check-ins with your mentor that make use of this document can keep you on track towards your degree and towards your career development.

Begin by thinking through the following questions:

**ACADEMIC PREPARATION**

- What are your program responsibilities/requirements?

- What are the requirements and responsibilities you must meet during the upcoming academic year? In the next two years?

- What practical skills or discipline-specific knowledge do you need to develop to meet these responsibilities?

- What scholarly activities would you like to accomplish or work toward during the next year? (for example: applying for a grant or fellowship, presenting at a disciplinary conference, joining a professional organization, completing a specific research project, co-authoring a paper, etc.)

**CAREER REFLECTION**

- What are your current career goals? What work would you like to do in the future?

- What skills/competencies are necessary for your chosen career? Do those skills and competencies align with your current skills/competencies?

- What are some next steps you can take to develop your career exploration?
If you are not a first-year student, review your progress during the past year:

Provide a brief overview of your research project and major scholarly accomplishments over the last year:

What were your main goals for the past year? Which did you meet and which did you not meet? If you did not meet a goal, why not?

What new technical expertise/skills did you acquire in the last year?

Publications:

Fellowships/grants applied for (including results):

Conference presentations:

Teaching experiences:

Other professional development:

Other activities or service work (on campus or in the community):

Now, fill out your goal chart for the upcoming year.

**Scholarly Goals**

<table>
<thead>
<tr>
<th>Objectives or Skills to be developed</th>
<th>Approaches and strategies</th>
<th>Timeframe or benchmarks</th>
<th>Outcomes</th>
<th>Role of Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Learn to analyze lab data</td>
<td>Develop familiarity with lab equipment; seek out more advanced peers with proficiency in this skill</td>
<td>This academic term</td>
<td>Proficiency in data analysis</td>
<td>Oversee data analysis; connect student with more advanced students</td>
</tr>
</tbody>
</table>
### Teaching Goals

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Example: Increase use of active learning techniques in discussion section</td>
<td>Participate in CITL Active Learning workshop</td>
<td>Attend workshop in Spring quarter; incorporate practices into lesson planning for the upcoming Summer term</td>
<td>Incorporate active learning activities into Summer class</td>
<td>Mentor conducts teaching observation and assesses the incorporation of active learning techniques; refer me to appropriate programs and resources</td>
</tr>
</tbody>
</table>

### Communication Goals

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Example: Write professional emails to scholars in my field</td>
<td>Attend professional development workshop; practice email etiquette with peers and trusted mentors</td>
<td>This academic term</td>
<td>Proficiency in professional email etiquette</td>
<td>Model professional email etiquette</td>
</tr>
</tbody>
</table>
## Professional Development Goals

<table>
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<th>Outcomes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Example: Initiate networking outside my academic program</td>
<td>Identify scholars doing work of interest to my project, read their work, seek them out at a conference or via email</td>
<td>Make contact with one scholar per month during this academic year</td>
<td>Establish a network of scholars pursuing research work similar to mine</td>
<td>Consider the research topic and suggest readings / scholars to reach out to</td>
</tr>
</tbody>
</table>

## Career Development Goals

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Example: Write a Curriculum Vitae</td>
<td>Attend a CV workshop and seek out samples from faculty or peers</td>
<td>This academic year</td>
<td>Create a working draft of a CV for grants/fellowships</td>
<td>Provide sample CV</td>
</tr>
</tbody>
</table>

Date last discussed with mentor: ___________________________________________