My Individual Development Plan (MyIDP) for UVM Graduate Students

MyIDP is an annual planning tool to help you
1. Progress through your degree program
2. Achieve your career objectives.

**Purpose**
- Identify long-term **career** goals and the steps necessary to meet those goals.
- Identify short-term **degree-related** goals to help you complete your dissertation.
- Facilitate ongoing **guidance** conversations between you and your faculty adviser.

**Outline of the myIDP process**

1. **Look Ahead (long-term):** Describe career goals and set objectives.
   - a) Describe your career objectives and re-visit these annually. It’s okay if your career goals change as you advance through the program.
   - b) Set goals for progressing toward your career objective.

2. **Look Back:** Review your progress in terms of research and professional training in the past year.
   - a) Assess your research progress over the past year.
   - b) List your accomplishments in the past year – how have they helped you progress toward achieving your stated goals?
   - c) Describe challenges you are facing in – what assistance, resources or mentoring might help?
   - d) Update and attach your CV. This will make it easier for you to apply for funding, internship, and/or job opportunities (and helps faculty who are writing letters of recommendation for you).

3. **Look Ahead (short-term):** Set research goals for the next year.
   - a) Set goals for your research project in the coming year.
   - b) Set training goals (anticipated publications, meetings, fellowship applications, teaching),

4. **Implement your myIDP**
   - a) Meet with your advisor and/or dissertation/thesis committee to discuss your myIDP and identify strategies in which your advisor can facilitate you achieving your goals.
   - b) Revise, as necessary, based on this conversation.

**Note:** Visit [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/) for an online, more thorough skills assessment and career planning tool.

Name ________________________________ Date ________________
Part I - Describe career goals and set objectives.

a) Describe your current career goal(s).
   - What are your primary interests? (e.g. research, teaching, business, government, writing)
   - What are the primary factors driving your career goals, plans and decisions? (e.g. career interest; family commitments; geographic priorities; financial objectives; etc.)

b) Set objectives for progressing toward these career goal(s) in the coming year.
   - What steps are you taking to enhance your ability to attain these goals?
   - What additional training or skills would most benefit you in preparing for your next role?
   - Are you interested in doing an internship? How will you seek internship opportunities?
   - Are you interested in teaching? How will you seek teaching opportunities?
   - When do you anticipate beginning a job search?
Part II – Review your progress: research and professional training in the past year.

a) Provide a short overview of your dissertation or thesis project (2-3 sentences) and briefly describe your research progress in the past year.

b) Briefly describe your activities and accomplishments in the past year.
- Publications
- Patents
- Honors or awards
- Presentations at professional meetings (indicate title, oral or poster presentation)
- Grants or fellowships
- Teaching experiences
- New research skills acquired

c) How successfully did you meet last year’s goals? Are there top-priority goals that you didn’t meet?
- Describe any difficulties or challenges that you are facing in your research.
- What factors caused or contributed to these difficulties?
- What assistance, resources or mentoring might help you accomplish your research goals?

d) Attach a copy of your updated CV.
Part III – Set research goals for the upcoming year.

a) Set goals for your research project in the coming year.
   - Anticipated publications (include planned title, journal, and approximate submission date)
   - Plans to present research (name meeting/University/Organization, date, poster vs. presentation)
   - Research methods or technical skills to learn

b) Set training goals.
   - Courses to take
   - Writing, teaching or presentation skills to work on
   - Desired meeting or workshop attendance
   - Fellowship or other funding applications planned (indicate name of award, due date)
Part IV – Implement your myIDP.

a. Meet with your advisor and/or dissertation or thesis committee to discuss your myIDP.

b. Identify strategies by which your advisor and committee can facilitate you reaching your career goals.
   - What can your advisor or committee do differently to best support you in reaching your immediate research and training goals?