

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 have 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/> 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 your goals.
 - What can your advisor or committee do differently to best support you in reaching your immediate research and training goals?