**Individual Development Plan (IDP) for Graduate Students**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate program start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Student date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor (name in print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor (sign) date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A. Career Goals** (to be filled out by the graduate student)

* What are your short-term career goals? Describe your time line for achieving them.
* What are your long-term career goals? Describe your timeline for achieving them.

**B. Research Project(s)** (to be filled out by the student and validated by the mentor(s))

* Briefly describe the aims and experimental approaches to your current research project plans.

**C. Expectations for Contribution to Research Project (to be filled out by the student and validated by the mentor(s) )**

* Please provide a detailed list. Examples: develop and write a research proposal and PowerPoint presentation for my thesis requirements.

**D. Data Access and Publication Agreement**

**(*The following statement is provided as a starting point.*** Student and mentor(s) should read and discuss and revise as necessary to reflect their agreement.**)**

All data collected by the graduate student during the appointment are to be available and shared openly between the student and mentor(s). The student will have the right, and indeed the responsibility, to write a research article(s) concerning the project(s) he/she is responsible for and submit for publication as the first author. This right/responsibility will remain in place for three years after the end of the appointment. At that point, if a publication(s) has not been submitted, the mentor(s) may publish the results independently. In the case of long-term and collaborative projects, the mentor(s) will work with the student to define sub-components of the project that can be published within a short timeframe, appropriate to the internship. The student will include mentor(s) and other collaborators as co-authors, as appropriate, and will provide drafts with ample time for review. Mentor(s) will provide feedback on drafts as quickly as possible and will do everything possible to ensure that by the end of the appointment, the student has a record of publications and other products that helps the student achieve the defined career goals.

**E. Professional Development Plan** (to be filled out by the student and mentor(s) in collaboration) – Please use the table on the following pages.

*For more information and links to resources, download the complete* [Core Competencies](http://www.nationalpostdoc.org/images/stories/Documents/ToolkitDocuments/core-competencies.pdf) document. Not all listed may be relevant at this point in your career.

**USE ‘Core Competencies Self-Assessment Checklist’ to first review then complete this section**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Competency*** | ***Goals***(for each goal, think about how you will achieve it? By which mechanism?) | ***Expectations of the student*** (what does the student expect as outcomes?)  | ***Responsibilities of the mentor(s)*** |
| **(1)** **Discipline-specific conceptual knowledge** (gain an understanding of a new theory or concept, develop fluency with respect to a methodology/method of analysis, learn how to use a new computational tool) |  |  |  |
| **(2**) **Research skill development** (includes experimental design, new measurement or analysis technique, data analysis, peer-review process) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Competency*** | ***Goals***(for each goal, think about how you will achieve it? By which mechanism?) | ***Expectations of student*** (what does the student expect as outcomes?)  | ***Responsibilities of mentor(s)*** |
| **(3**) **Communication skills** (includes writing publications and grants, CV, teaching portfolio, job interview skill, poster and oral presentations, teaching, networking) |  |  |  |
| **(4)** **Professionalism** (includes interpersonal relationships, multicultural competency, institutional obligations, service to institution and society) |  |  |  |
| ***Competency*** | ***Goals***(for each goal, think about how you will achieve it? By which mechanism?) | ***Expectations of student*** (what does the student expect as outcomes?)  | ***Responsibilities of mentor(s)*** |
| **(5)** **Leadership and management skills** (includes staff and project management, time management, budget preparation and management, strategic planning, serving as a mentor and role model, running meetings, delegating responsibilities) |  |  |  |
| **(6)** **Responsible conduct of research** (includes data sharing and ownership, authorship criteria, human subjects and animal research and IRB, scientific misconduct – identifying and reporting, conflicts of interest) |  |  |  |

***EXAMPLE TEXT USE OR MODIFY AS NEEDED:***

**Expectations of the mentor(s)**

We have reviewed, discussed, and provided feedback on your career goals and expectations with respect to your degree program at ISU. We want to support and encourage your development as a student at ISU.

We expect you to work with us to plan your graduate coursework, take creative leadership (with our collaboration) in designing your research project, and play a lead role in carrying out all logistics, collecting data, and performing analyses, as well as writing, presenting and publishing manuscripts related to your research under the GEM3 project. The grant supporting the graduate research assistantship comes with the stipulation that the research be conducted under the theme of the GEM3 project, and because you would be working in our research group, this would under the subtheme of trout diversity and ecology. Support from the project also requires participation in associated meetings, data sharing, and communication with our collaborators. Beyond this, you will have creative freedom to refine the exact questions to be addressed and additional research directions may be pursued if we have met the core expectations of the grant. We expect to interact with you frequently and work with you closely on the research, while relying on your independent efforts to develop it and make it the best it can be.

Your primary responsibility will be your own research project and coursework. However, being part of our research group means being part of a team. We expect our students to help one another and participate in weekly lab meetings. We expect positive, collaborative, and supportive behavior of all members of the lab group. Our team may also perform periodic sampling and lab work independent of any student project. Participation in such studies is expected, and would broaden the range of your experiences as a graduate student.

We expect you to treat the position like a professional job, which often requires more than 40 h per week to complete. However, we also expect you to maintain your own physical and mental well-being as those our own priorities. One advantage of an academic position is that work can often be done during hours that are flexible. In general, we expect you to be available at the university during normal working hours most weekdays, or if this is not possible, to work with us to come up with a plan to will facilitate your success and that of the research.

**Vacation**: we do not have a rigid vacation policy but expect that graduate students will plan vacation time and days off when critical work is not needed to be done, and take no more than about 20 weekdays per year including holidays. Days when classes are not in session are prime days to get research tasks completed and should be taken advantage of.