**

**TPCB Individual Development Plan**

The Individual Development Plan (IDP) is a tool for TPCB students to plan and monitor progress on the development of professional skills and accomplishments necessary to accomplish their career goals. The form is designed for self-assessment and is maintained by each student individually, with mentors providing guidance and assistance in achieveing these goals. For a more comprehensive IDP, students are encouraged to use: <http://myidp.sciencecareers.org>

To meet federal reporting requirements, TPCB requires all students to establish an IDP upon arrival in the program and to update it at least annually. Students must also hold a one-on-one meeting with their mentor (First-Year Advisor or Thesis Mentor) to discuss plans and progress toward their career development goals.

**Deadlines:** Year 1, August 31 – Establish IDP and discuss with First-Year Advisor

 Year 2+, August 31 – Update IDP and discuss with Thesis Mentor

Student Information:

Name:       Entry Year:

Mentor:

Research Skills

• What are your primary research interests?

• What coursework have you taken / do you plan to take to support your research interests?

• What are your research goals for the upcoming year? What are the timelines and priorities?

• What seminars and conferences will you attend to stay abreast of these research areas?

Scientific Communication

• What scientific papers and reports do you expect to write in the next year?

• How would you assess your current writing skills? What do you need to improve and how will you do so?

• What internal presentations (poster, oral) do you expect to make in the next year?

• What external conference presentations (poster, oral) do you expect to make in the next year?

• How would you assess your current oral presentation skills? What do you need to improve and how will you do so?

• How would you assess your informal communication skills in the laboratory? What do you need to improve and how will you do so?

• How would you assess your ability to communicate your science to the lay public at large? What do you need to improve and how will you do so?

Professional Skills

• What fellowships or other funding do you plan to apply for in the next year?

• What feedback have you received on previous grant applications?

• What resources are you leveraging to improve your future grant applications?

• Are you interested in teaching? If so, how will you obtain training and experience in this area?

Organizational and Interpersonal Skills

• How would you assess your organizational skills? What would you like to improve?

• How would you assess your time management skills? What would you like to improve?

• How would you assess your interpersonal relationships with your coworkers? What would you like to improve?

• How would you assess your interpersonal relationships with your mentor and other advisors? What would you like to improve?

• How would you assess your leadership skills? What opportunities can you take to gain more leadership experience?

Career Planning

• What is your long-term career goal (after completion of your training)?

• What steps are you taking to reach that career goal (networking, interviews, etc.)?

• What positions are you interested in next (postdoc, academia, industry) and what is your timeline for applying?

• What are your work/life balance concerns? How will your chosen career enable that balance?

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**Annual Certification of IDP Completion**

I confirm that I have updated my IDP and met with my advisor to discuss my progress and plans for future career and professional development.

Student:       Advisor:

Signature: Signature:

Date of Meeting:

Please submit scanned copy of signed form via email to Margie H. Mendoza, TPCB Program Coordinator: mah2036@med.cornell.edu