

Academic Year 2019-2020	Year in Program	Date
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Student Name	
Concentration (MCP, Pharm, PharmSci)	
NTTA (Normative Time to Advance)	3 years
NTTD (Normative Time to Degree)	5 years
Research Advisor	

Student Instructions:

Setting goals and taking stock of whether you have accomplished those goals is a crucial habit to being productive, not just busy. Use the Individual Development Plan (IDP) form to step back, assess your progress, and plan for the future with a direct and open dialogue with your advisor.

Students are required to complete an annual IDP with their research advisors, beginning in their second year. You should complete the IDP form and go over it with your advisor in advance of your annual meeting. You will then discuss the plan with your Advisement or Doctoral Committee during your annual meeting in Spring term. Your committee will sign the form after you have discussed it with them. A signed copy must be submitted to the PharmSci Student Affairs Office (209 Steinhaus Hall) no later than June 30.

Note: As you set goals keep in mind the SMART principle:

Specific- Is it focused and unambiguous?

Measurable- Could someone determine whether or not you achieved it?

Action-oriented- Were you clear in the action you will take?

Realistic- Considering difficulty and timeframe, is it attainable?

Time-bound- Did you specify a deadline?

Advisor Instructions: The IDP is designed to foster communication in a variety of areas to ensure the student is receiving comprehensive feedback about both their progress to date and future expectations. Accomplishments, challenges and goals should be addressed as well as any performance/progress issues so that both the student and the advisor have a clear understanding of the student's progress toward the degree. Please Note: The IDP is to be used as a student planning tool and is not a formal university evaluation or record-keeping document.

Academic Course Planning

Are there any classes you need to complete for your degree or are planning to take to improve your knowledge and skills?

Advisor Comments:

Research Planning

What are your near-term research goals? How do you plan to make progress on your goals (include collaborations, research theories that you've developed, and studies/projects that you've been involved with)? For each goal, specify any areas where you feel you need help or additional training (e.g., the need to learn a new technique). Include any techniques you want to learn, scientific collaborations, etc. Note any conferences you are planning to attend. List the professional papers you plan to submit. How can your advisor help you?

Advisor Comments:

Career Planning

What are your long-term (5-10 years after graduation) and short-term career goals? What skills and competencies you would like to develop to help with those goals? What workshops are you planning on attending?

Advisor Comments:

Funding Planning

What are your plans for securing funding for the upcoming year (Include Dept. Funding, External Grants/Fellowships and Summer Internships)? Are you applying to any fellowships? Do you need guidance on applying?

Advisor Comments:

Health and Wellness Planning

Your success is tied to your wellbeing. In view of this, what personal and/or professional activities will you do to take invest in your wellbeing, potentially including exercise and related health and wellness issues?

Advisor Comments:

Professional Development Planning

It is important to develop a skill set that is transferrable after graduation. Evaluate your strengths and weaknesses honestly and identify 1-2 skills (e.g. project management, oral communication/ public speaking, writing, mentoring, networking, etc) as important to develop in the upcoming year.

Advisor Comments:

Dissertation Progress Planning

Make sure you are aware of and am following the PharmSci Department degree progress expectations (see student handbook). What steps are you taking to meet expectations (include plans for committee membership, advancement deadlines and writing schedules).

Advisor Comments:

 Graduate Student Signature

 Date

 Advisor Signature

 Date

Advisement/Doctoral Committee

Please print your name, academic unit, and sign where indicated to certify that you have discussed this Individual Development Plan with the student.

	Print Name	Academic Unit	Signature
Committee Chair			