

# INDIVIDUAL DEVELOPMENT PLAN

Purdue College of Engineering  
Weldon School of Biomedical Engineering

YEAR

1

STUDENT NAME

ADVISOR NAME

DATE

Your IDP for Year 1 should be completed and discussed with your advisor before registration for your second semester (e.g., by the end of October/March). The goals of completing your training IDP are to ensure that the efforts you invest in your Ph.D. best position you for success following completion of the program. This is a tool that allows you to reflect on your goals, progress, and needs for your graduate career. **A key component is establishing honest and open lines of communication with your thesis advisor.** By sharing this plan with your advisor at your initial IDP meeting, you will have generated an action plan that will guide your training as you progress through the program. Meeting with your advisor about this document provides an opportunity to discuss topics that are important to you.

## IDP Steps Reminder

**1** Step back and self-assess!

**2** Set a meeting with your advisor.

**3** Lead the discussion.  
*Take ownership of your PhD training!*

**4** Obtain your advisor's feedback and signature on your IDP.

**5** Complete the "Action Plan" (last page)



*"This process sparks much needed conversations between trainees and their mentors regarding career goals, skills and interests. This kind of communication is imperative."*

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**TRAINING • MENTORING**

1. What requirements of your graduate program do you need to complete, and what is your plan to fulfill them?
  
  
  
  
  
  
  
  
  
  
2. What fellowships are you applying for? Have you been able to get the guidance you need to apply for these awards?
  
  
  
  
  
  
  
  
  
  
3. What are your primary goals in your academic training?
  
  
  
  
  
  
  
  
  
  
4. What resources or support will most help you to succeed in graduate school? Mention any technical training you may need.
  
  
  
  
  
  
  
  
  
  
5. What actions can be taken to make sure the needs outlined in # 4. are met?
  
  
  
  
  
  
  
  
  
  
6. What is important to you in a mentoring relationship? How well do you and you mentor align in PhD mentoring philosophy based on the "Student-Advisor Expectation Scales"?
  
  
  
  
  
  
  
  
  
  
7. Are there any factors that may negatively affect your progress?

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For the following areas, list the current plans you have for participating in these areas.

**ACADEMIC COURSEWORK/TRAINING:****TEACHING/MENTORING:****PROFESSIONAL DEVELOPMENT:****CONFERENCES:****SERVICE/OUTREACH:**

List (as hours per week) your current plans for the following areas:

*Research**Courses/Training**Teaching**Professional**Service**Wellness*

Do you see these hours changing in the coming year? If so, in what way?

Which experience or experiences have been most valuable to you, your research, and/or your professional goals?

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One of the most important parts of your PhD training is to develop a skill set transferrable beyond graduation. Use this worksheet to assess and identify skills that you would like to target in the coming year, marking your current ability level from weak (1) to strong (3) relative to where you think a student should be at the end of their PhD studies. Ask your advisor how s/he agrees or disagrees. Spaces have been provided after each section to allow you and your advisor to add any additional skill targets. An honest self-assessment and discussion will help you set your training goals.

**RESEARCH SKILLS &  
SCIENTIFIC THINKING**

	1 (weak)	2 (aver.)	3 (strong)	Target skill
Broad-based knowledge of science				<input type="checkbox"/>
Critical reading of scientific literature				<input type="checkbox"/>
Experimental design				<input type="checkbox"/>
Interpretation of data				<input type="checkbox"/>
Statistical analysis				<input type="checkbox"/>
Creativity and innovative thinking				<input type="checkbox"/>
				<input type="checkbox"/>

**LEADERSHIP/  
PERSONNEL MANAGEMENT**

	1 (weak)	2 (aver.)	3 (strong)	Target skill
Delegating; providing instruction				<input type="checkbox"/>
Providing constructive feedback				<input type="checkbox"/>
Dealing with conflict				<input type="checkbox"/>
Leading and motivating others				<input type="checkbox"/>
Serving as a role model				<input type="checkbox"/>
Setting expectations				<input type="checkbox"/>
				<input type="checkbox"/>

**WRITING**

For a scientific publication				<input type="checkbox"/>
For a research proposal				<input type="checkbox"/>
For a lay audience				<input type="checkbox"/>
Grammar/structure				<input type="checkbox"/>
Editing your own writing				<input type="checkbox"/>
				<input type="checkbox"/>

**PROFESSIONALISM**

Identifying and seeking advice				<input type="checkbox"/>
Upholding commitments/deadlines				<input type="checkbox"/>
Maintaining positive relationships				<input type="checkbox"/>
Approaching difficult conversations				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**ORAL COMMUNICATIONS**

To a specialized audience				<input type="checkbox"/>
To a lay audience				<input type="checkbox"/>
In a classroom				<input type="checkbox"/>
One-on-one				<input type="checkbox"/>
English fluency				<input type="checkbox"/>
				<input type="checkbox"/>

**PROJECT MANAGEMENT**

Planning projects				<input type="checkbox"/>
Breaking down complex tasks				<input type="checkbox"/>
Time management				<input type="checkbox"/>
Managing data and resources				<input type="checkbox"/>
Record keeping: electronic and hand-written files				<input type="checkbox"/>
				<input type="checkbox"/>

What are the top one or two skills that you plan to focus on for the next year?

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Mentoring is a distributive process. List the people whose talents and experiences you plan/hope to count on to assist you in your training. As you progress forward in your training program, your mentoring committee may change, but it is important to establish a mentoring committee as soon as possible to receive broad input throughout your program. This IDP can serve as an impetus for conversations with each of your mentors, not just your advisor. Document your planned/current mentoring network using the table below.

	How often are you meeting?	Is this sufficient?	Do you initiate meetings?	Need help with your mentoring?
<b>Lead mentor</b>				
<b>Mentoring committee: as a group</b> (List names)				
<b>Mentoring committee: one-on-one</b>  <b>Additional mentors</b> (List names, including both inside and outside Weldon School)				
<b>Collaborators</b> (List names/ roles in your research)				

What have you found most beneficial about the mentoring you have received?  
Is there anything that would improve the mentoring you receive?

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## PROFESSIONAL AND PERSONAL DEVELOPMENT

1. What are your long-term goals of your professional career? (i.e., what do you want to be doing on a daily basis 5-10 years after you graduate?)
2. What professional and/or other factors have influenced these goals?
3. For each goal you listed above, identify one or two shorter-term goals that may be important to achieving the larger objective. Indicate how you intend to meet these goals next year.
4. What guidance would help you with your development and exploration of career options?
5. Do you want to be involved in more collaborative work, or do you need more time to focus on your own research?
6. Are there any factors that you feel may negatively affect your progress?
7. What help can your advisor or other faculty/staff provide?  
Indicate here if you need help finding professional or personal development resources.
8. Your success as a student is linked to your wellness. What are you doing to maintain this?

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**THIS ACTION PLAN IS TO BE DEVELOPED JOINTLY BY THE GRADUATE STUDENT AND THE MENTOR DURING OR AFTER YOUR DISCUSSION.**

**1****Communication**

What is the best way to set meetings and communicate regularly?

**2****Target skills**

What skills (~1-2) did you identify as important development targets for the coming year?

**3****Coursework and Activities**

List any activities in which you and your advisor agree you should participate to achieve your academic objectives in the coming year. Include courses you must complete.

**4****Financial support**

If you know, what will be your financial support for the next year?

**5****Additional actions**

In order to aid your success, are there any additional actions that can be initiated or continued by you? By your advisor?

**6****Following up**

When are you and your advisor/committee going to follow up on your IDP and progress?

**7****Other**

Is there anything else you and your advisor and/or committee discussed?

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Signature of Student

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Signature of Advisor