HARVARDBS PHD PROGRAM IN BIOLOGICAL AND BIOMEDICAL SCIENCES

INDIVIDUAL DEVELOPMENT PLAN

WHAT IS AN IDP?

An IDP provides you with the opportunity to think about your training objectives, your progress towards them, and to set and/or refine goals for the future. In the pages that follow, you will find a blank IDP for completion. It includes a series of questions covering topics of importance for your stage of training (G1, G2, or G3 and above), a skill self-assessment, and a final section to help you develop an action plan for the coming year. Also included is a *Molecular Cell* article written by BBS students that describes the benefits of IDPs and associated yearly planning meetings with your mentor. We also encourage you to visit http://myidp. sciencecareers.org where they provide additional IDP resources and excellent articles related to mentorship and science careers.

BENEFITS OF AN IDP

Just as the process of writing a research article or proposal focuses your work at the bench, the IDP helps you develop an efficient training plan tailored to support your specific career ambitions. The act of completing the IDP will stimulate you to define your goals in more specific terms for both the short and long term, and will motivate you to identify resources which can help you meet them.

Another benefit of the IDP is that it can serve as a useful framework for discussing your training and career objectives with your mentor at a yearly planning meeting. Importantly, we want you to gain the most benefit from the IDP, thus we want you to think hard and frankly about the IDP. Sharing is not a requirement, nor will the IDP be kept on file by BBS. You are free to share as much or as little of the plan as you feel comfortable. Note that the IDP process will be most effective if used to guide candid discussions with a mentor/advisor.

PROGRAM REQUIREMENTS

Your completion of the IDP –privately or with a mentor— along with a corresponding yearly training/ career-planning meeting with your mentor is a requirement of the BBS program. Because the beginning of a new year is an ideal time for self-reflection and planning, we ask that you complete the IDP in January, and have the yearly planning meeting before the end of February each year.

For G1 students, the first Spring semester meeting with your program advisor that takes place in January will serve as this planning meeting. For G2 students and above, documentation (IDP Reporting Page) that the IDP has been completed and planning meeting held must be submitted online to BBS before March 1st.

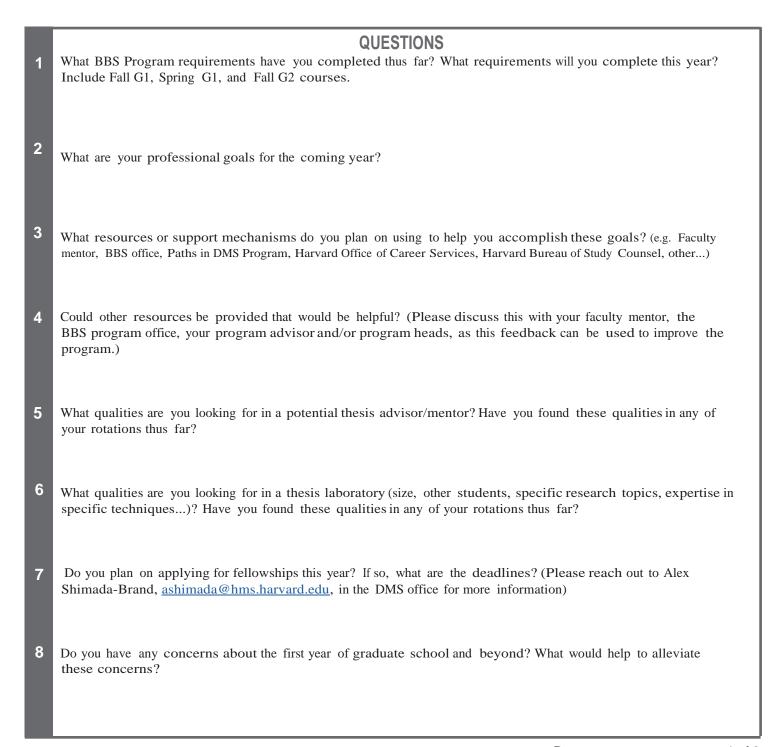
INSTRUCTIONS

- Complete the appropriate IDP form (G1, G2, or G3 and above) in January. For more information about the process and its benefits see *Mol Cell* (2015) 58: 718-721 and http://myidp.sciencecareers.org
- 2 Schedule a meeting with your program advisor or mentor. The meeting should be held before March 1st. For G1s, scheduling is arranged by the BBS office.
- 3 Share the desired portion of your IDP with your program advisor or mentor.
- 4 Meet with your program advisor or mentor and discuss your goals/plans.
- 5 Refine your action plan based on the discussion.
- For G2 students and above, <u>submit the IDPReportingPageonline</u> to BBS confirming IDP completion and advisory meeting held.



Individual Development Plan (IDP) for G1 BBS students

Complete this form and share desired portion(s) with your BBS Program Advisor prior to and in preparation for your first spring-semester meeting to be held end of January. This IDP is designed to help you think about your goals for the year and provide a useful framework for maximizing discussions with and mentorship by your BBS Program Advisor. We also encourage you to visit http://myidp.sciencecareers.org where additional IDP resources are provided as well as excellent articles related to mentorship and science careers.



Student Name: Advisor Name: Date: 1 of 2



2)

3)

Individual Development Plan (IDP) for G1 BBS students

| SKILLS ASSESSMENT | |
|---|---|
| Rate your current skill level on a scale from 1 (weakest) to 5 (strongest). | |
| Research and Science: Broad-based knowledge of biology Quantitative/Statistical methods Programming skills Critical Reading of the Literature Experimental Design Ability to frame scientific questions Ability to solve technical problems Identifying advisors and seeking advice | Communication: _ Writing for proposals or publications _ Public speaking _ Communicating one-on-one _ Giving constructive criticism _ Accepting constructive criticism _ Networking |
| Time Management | |
| ACTION PLAN 1) What skills will you work on improving this year that are important to your development? What is your plan for improving these skills? | |

NOTES/ADDITIONAL THOUGHTS

What activities/resources have you identified that will help you achieve your academic objectives

Given the fellowship deadlines, when will you start putting the application together? Plan to start

early enough so that you can receive feedback from your colleagues on the initial draft of your proposal.

this year? (Be sure to ask your program advisor about additional resources)

Student Name: Advisor Name: Date: 2 of 2