



Sample Individual Development Plan

An Individual Development Plan is a planning tool that can help you assess your current skills and strengths, identify your short-term and long-term goals as a scholar, teacher, and professional in your field, and create a plan for developing your skills and meeting your goals. Remember that goals should be Specific, Measurable, Achievable, Relevant, and Timely (SMART). Work with your mentor to discuss these goals, your strategies and timeframes for meeting them, and the ways your mentor can support you. Think of this plan as a live document that can be edited and adjusted to suit your needs and your progress. Continual check-ins with your mentor that make use of this document can keep you on track towards your degree and towards your career development.

Begin by thinking through the following questions:

ACADEMIC PREPARATION

What are your program responsibilities/requirements?

What are the requirements and responsibilities you must meet during the upcoming academic year? In the next two years?

What practical skills or discipline-specific knowledge do you need to develop to meet these responsibilities?

What scholarly activities would you like to accomplish or work toward during the next year? (for example: applying for a grant or fellowship, presenting at a disciplinary conference, joining a professional organization, completing a specific research project, co-authoring a paper, etc.)

CAREER REFLECTION

What are your current career goals? What work would you like to do in the future?

What skills/competencies are necessary for your chosen career?
Do those skills and competencies align with your current skills/competencies?

What are some next steps you can take to develop your career exploration?

If you are *not* a first-year student, review your progress during the past year:

Provide a brief overview of your research project and major scholarly accomplishments over the last year:

What were your main goals for the past year? Which did you meet and which did you not meet? If you did not meet a goal, why not?

What new technical expertise/skills did you acquire in the last year?

Publications:

Fellowships/grants applied for (including results):

Conference presentations:

Teaching experiences:

Other professional development:

Other activities or service work (on campus or in the community):

Now, fill out your goal chart for the upcoming year.

Scholarly Goals

Objectives or Skills to be developed	Approaches and strategies	Timeframe or benchmarks	Outcomes	Role of Mentor
Example: Learn to analyze lab data	Develop familiarity with lab equipment; seek out more advanced peers with proficiency in this skill	This academic term	Proficiency in data analysis	Oversee data analysis; connect student with more advanced students

Teaching Goals

Objectives or Skills to be developed	Approaches and strategies	Timeframe or benchmarks	Outcomes	Role of Mentor
Example: Increase use of active learning techniques in discussion section	Participate in CITL Active Learning workshop	Attend workshop in Spring quarter; incorporate practices into lesson planning for the upcoming Summer term	Incorporate active learning activities into Summer class	Mentor conducts teaching observation and assesses the incorporation of active learning techniques; refer me to appropriate programs and resources

Communication Goals

Objectives or Skills to be developed	Approaches and strategies	Timeframe or benchmarks	Outcomes	Role of Mentor
Example: Write professional emails to scholars in my field	Attend professional development workshop; practice email etiquette with peers and trusted mentors	This academic term	Proficiency in professional email etiquette	Model professional email etiquette

Professional Development Goals

Objectives or Skills to be developed	Approaches and strategies	Timeframe or benchmarks	Outcomes	Role of Mentor
Example: Initiate networking outside my academic program	Identify scholars doing work of interest to my project, read their work, seek them out at a conference or via email	Make contact with one scholar per month during this academic year	Establish a network of scholars pursuing research work similar to mine	Consider the research topic and suggest readings / scholars to reach out to

Career Development Goals

Objectives or Skills to be developed	Approaches and strategies	Timeframe or benchmarks	Outcomes	Role of Mentor
Example: Write a Curriculum Vitae	Attend a CV workshop and seek out samples from faculty or peers	This academic year	Create a working draft of a CV for grants/fellowships	Provide sample CV

Date last discussed with mentor: _____