

Individual Development Plan | Annual Meeting Form

Graduate Student Name:

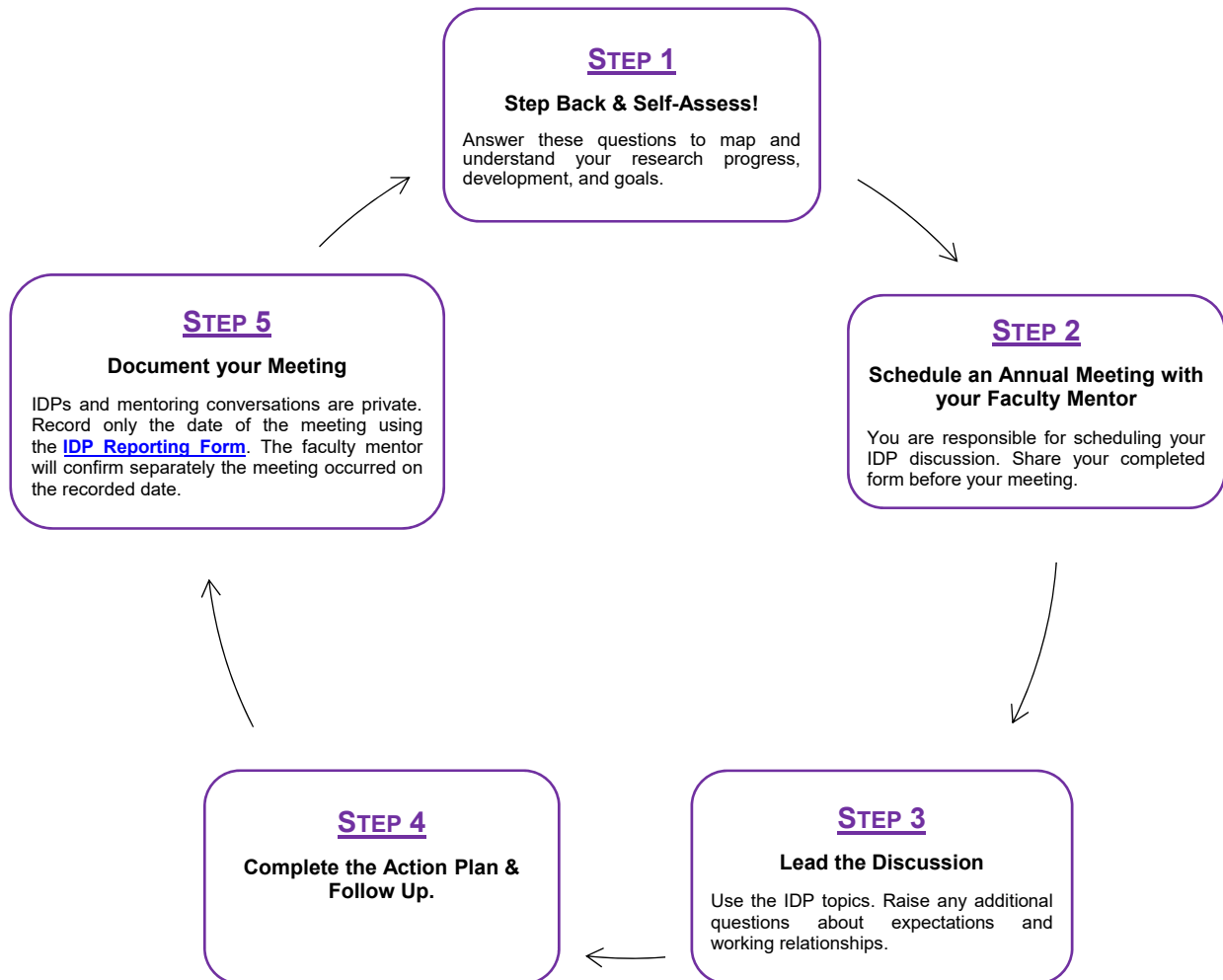
Mentor Name:

Date:

Your graduate education is a professional development period vital to establishing an independent career. The relationship between the graduate student and the mentor is a key aspect of career development. Maintaining clear, open communication is important to optimize quality training and the overall research experience. The Individual Development Plan (IDP) facilitates this communication and helps the graduate student to set and achieve goals. The plan also attempts to anticipate and address periodic challenges. Every graduate student takes a unique path to future success. Designing that path requires careful consideration and collaboration between mentor, mentee and others involved in the graduate education activities.

Each graduate student should complete this form and share it with the mentor before your annual meeting. Please contact the LSU Graduate School Office of Academic Services for any questions that you may have.

How to Complete Your IDP



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4. Describe any unusual or unanticipated challenges you experienced this year in trying to accomplish your goals including actions taken to meet these challenges. How can your faculty mentor help you?

5. How do you expect the balance of activities identified above will change in the coming year?

6. What is the current source and duration of your funding?

Part III. Mentoring

1. Your faculty mentor can provide guidance in many areas, and a continuing discussion should be valuable. Input from others about your research, professional development, work/life balance or other areas may also be useful, and you may want to consider using some or all of this IDP form as a basis for conversations with each of your mentors. In the space below, consider the breadth of mentoring you currently receive.

	HOW OFTEN ARE YOU MEETING?	IS THIS SUFFICIENT?	DO YOU INITIATE MEETINGS?
FACULTY MENTOR			
ADDITIONAL MENTORS			
COLLABORATORS			

2. What was most beneficial from the mentoring you received? What would improve the mentoring you receive?

Part IV. Career Goals

1. What are your current career goals? Provide primary, secondary, and tertiary goals.
2. What actions are you taking to attain there goals? How can your mentor best support you in reaching your career goals?
3. When will you begin a job search? Do you feel comfortable with the resources you have? How can your faculty mentor help?
4. What additional training or skills would most benefit you in preparing for your career goals?

Part V. Well-Being *(optional)*

Consider this section as you make your plans.

For example:

- Research environment: Features of your lab group or your relationships with colleagues and collaborators that are helpful and supportive to your well-being/Issues that might negatively affect your progress.
- Work-life balance: How to maintain a balance between your work and life/personal needs. What is working? What do you need to change?
- List any other stressors or concerns you have.

You may also find the following resources of use:

Part VI. Action Plan for Your Next Steps

To be developed jointly by the graduate student and the mentor(s) during or after the discussion

Consider the following questions as you develop an action plan with your mentor:

- List any **activities** in which you and your mentor agree you should participate in to achieve your professional/career goals in the coming year.
- Do you have guaranteed **funding** for the next year? If not, what back-up plans are in place?
- Are there **specific actions** that you and/or your mentor can undertake that will support your success (e.g., modify working styles, meetings to discuss progress, networking opportunities)?
- How can your faculty mentor help you achieve your goals?
- This IDP is a **living document**, and the goals within should be revisited throughout the year. Are there specific goals that you and your mentor should discuss before your next annual meeting?