

## INDIVIDUAL DEVELOPMENT PLAN (IDP)– Annual Completion Form

The UVA Biology IDP is required for students in Year 2 and above and has three components:

- 1. Annual Performance Evaluation and Goals** – Student and mentor independently fill out a performance evaluation and then meet to discuss. Required, occurs before component 2.
- 2. Annual PhD Thesis Committee Meeting** – Student and thesis committee meet annually to discuss progress and plans. Required before April 1 in Y3-5 or at Qualifying Exam in Y2.
- 3. myIDP** (<http://myidp.sciencecareers.org>) - Student has the option of completing a web-based myIDP to identify career goals, then discussing the results with a mentor. Optional.

This form documents annual completion of components 1 and 2 above. Component 3 is optional. Students: submit this form to the graduate program coordinator no later than **April 1** each year.

Student Name: \_\_\_\_\_ Year in Program \_\_\_\_\_

1. Complete the **Annual Performance Evaluation and Goals** form. Remind your mentor to do the same. Meet to discuss your respective assessments. Sign below to indicate completion.

a. Student: \_\_\_\_\_ Date: \_\_\_\_\_

b. Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the main points from this assessment to be summarized to your thesis committee.

2. Schedule your **thesis committee meeting** to occur after the student/mentor evaluation and **before April 1**. Afterwards, confirm that you have received the Annual Progress Report from your first reader. In Year 2, the qualifying exam replaces this meeting and occurs by May 1.

Date of meeting: \_\_\_\_\_ Student received report: \_\_\_\_\_

List your accomplishments from the past year (publications, fellowships, awards, talks, posters).

In reflecting on your current IDP, are there things that the Biology graduate program could do to enhance your experience here and/or your preparation for your future career?