

## INDIVIDUAL DEVELOPMENT PLAN (IDP) – Process for UVA Biology

**GOAL:** The goal of the Individual Development Plan (IDP) is to provide a platform upon which each graduate student will: **(1)** work with their advisor(s) to develop an individual training plan that meets the requirements of the graduate program while supporting progress towards the student's career goals; **(2)** assess their progress via formal annual meetings with their advisor and also with their thesis committee; and **(3)** explore and define their career goals.

**Students:** Every UVA Biology graduate student is required to begin an IDP in their 2<sup>nd</sup> year in the program and to complete the annual requirements of the IDP each year from then onward.

### COMPONENTS OF THE IDP:

#### **1. Annual Performance Evaluation and Goals - [REQUIRED before Component 2]:**

This 3-page evaluation form should be completed independently by both the student (**self-evaluation**) and the mentor (**mentor evaluation**), after which the student and mentor will meet to discuss their respective evaluations and agree on a summary of the main points to be communicated to the thesis committee during the student's annual committee meeting.

*\*\*This annual performance evaluation meeting should take place in advance of the PhD thesis committee meeting in Component 2, beginning in Year 2 prior to the qualifying exam. It is recommended that the student and advisor schedule this meeting before March 1.*

#### **2. Annual Thesis Committee Meeting - [REQUIRED by April 1 or at Qualifying Exam]:**

Student progress will be evaluated through annual PhD thesis committee meetings. These meetings will begin in the second year with the qualifying exam and will occur a minimum of once per year thereafter. Students and advisors will summarize the main points emerging from their Annual Performance Evaluation to the thesis committee. The First Reader will give the student the Annual Progress Report form summarizing the committee meeting.

*\*\*This annual thesis committee meeting should take place **no later than April 1** of each year in the program after Year 2, in which the Qualifying Exam serves this purpose and should be scheduled before May 1.*

#### **3. myIDP (<http://myidp.sciencecareers.org>) - [OPTIONAL]:**

This web-based platform has been developed to help students explore career possibilities and set goals to follow the career path that fits them best. It is a valuable resource for those who are still in the process of considering diverse career options. Students can set up an account and work independently to **complete myIDP**. The **summary sheet** from the myIDP website can then be printed and used as a platform for **discussion with the mentor and/or one or more advisors**.

### DOCUMENTATION OF COMPLIANCE:

An **IDP Annual Completion Form** should be completed by the student with the appropriate signatures (student and advisor) and submitted to the graduate program coordinator (Megan Champion) **no later than April 1 of each year in the program**. The student's First Reader will submit the **Annual Progress Report** following the annual thesis committee meeting and give the student a copy of this report. The **Annual Performance Evaluation and Goals** form should be discussed by the student and mentor but need not be submitted to the graduate coordinator.