Individual Development Plan UVA SOM

GOAL: The goal of the UVA SOM Individual Development Plan (IDP) is to provide a platform upon which trainees will (1) work with the mentor and/or advisor(s) to develop an individual training plan that meets the requirements of the training program while supporting progress towards the trainee's career goals; (2) track progress in the training program; and (3) explore and define career goals.

TRAINEE: The SOM IDP is <u>required</u> of every BIMS student and NIH-supported (training grant or other NIH extramural funds) postdoctoral fellow, and <u>strongly encouraged</u> for all other postdoctoral fellows.

ELEMENTS OF THE UVA SOM IDP:

1. **<u>Annual Performance Evaluation and Goals</u> – Trainee and Mentor [REQUIRED]**:
   Questions 1-11 are completed by the trainee (***self-evaluation***). Please note that question 9 is tailored towards the year of the trainee in the program. The Annual Performance Evaluation checklist (Page 5) should be completed separately by the trainee and mentor. ***<u>Once the forms are complete, the trainee and mentor should meet to discuss the evaluation and goals for the coming year, with a particular focus on those cases where trainee and mentor assessments differ</u>***.

2. **<u>Milestones Showing Progress Toward the Degree</u> – Thesis Advisory Committee/ DGS and student [REQUIRED] (graduate students only)**:
   Each program will evaluate student progress through thesis advisory committee meetings and other program-specific platforms. These will begin in the second year, generally with the advancement to candidacy exam, and will take place a minimum of once per year thereafter. Progress and programmatic milestones will be tracked using <u>program-specific</u> forms, which will be maintained in the student's permanent folder.

3. **<u>myIDP</u> (http://myidp.sciencecareers.org) – Trainee [OPTIONAL]**:
   This web-based platform has been developed to help trainees "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 career options. Trainees can set up an account and work independently to ***<u>complete myIDP</u>***. The ***<u>summary sheet</u>*** from the myIDP website can then be printed and used as a platform for ***<u>discussion with the mentor and/or one or more advisors</u>***.

DOCUMENTATION OF COMPLIANCE:

An IDP certification form should be completed by the trainee with the appropriate signatures and submitted to the BIMS or departmental administrator **no later than April 15th, 2021** Training Grant administrators may also require copies of the certificate.

ANNUAL PERFORMANCE EVALUATION AND GOALS
Questions 1-11 are answered by the trainee.
The survey of strengths and weaknesses is filled out separately by the trainee and the mentor. (Answer in the space below and continue on a separate sheet if necessary)

1. How do you feel your project is progressing? What new data have you generated in the last year and how do they advance your project or lead you in new directions?

2. How would you rate the <u>quality</u> of your performance and why?

3. How would you rate your <u>productivity</u>? Do you consider yourself to be on target for completion of your next major milestone (Year 2: Candidacy Exam; Year 3: Publication; Year 4: Degree Completion)?

4. What experiments are needed for you to achieve this milestone? What are the obstacles preventing you from completing these experiments?

5. What are the specific major goals for your training in the coming year? What is your rationale for selecting these goals?

6. When do you expect to complete your PhD?   What do you feel you have left to accomplish to meet that goal? Please consider components beyond publication(s).

7. What would you consider to be your most significant growth area in the past year? Are there factors that are impeding your progress, and if so, what can be done to address those problems.

8. What are your short-term professional goals for the coming year? (Year 2,3: Pre-doctoral Fellowship applications, etc. Year 4: Application for post-graduate positions)

9A. **(YEAR 2, pre-qualifying exam)** Do you have a clear research project in the lab? Have you discussed your advancement to candidacy exam with your mentor?

9B. **(YEAR 3)** Do you have a research project with well-defined goals and objectives for completion? Have you discussed your short and long-term research and project goals with your mentor and your dissertation committee?

9C. **(YEAR 4 and beyond)** Are your research project(s) directed towards a first-author publication(s)? Have you developed a clear plan for compiling your data into figures for this publication(s)? Have you discussed your professional goals with your dissertation committee?

10. What are your long-term professional goals? Do you feel that your current IDP and activities (both inside and outside the lab) are helping you towards achieving those goals? If not, what needs to be improved and what opportunities do you need to pursue to support your career goals?

11. Do you feel that you have appropriate mentorship for all aspects of your professional development? How are you making connections with individuals who can help you develop your professional skills and career marketability?

ANNUAL PERFORMANCE EVALUATION AND GOALS (Continued)
(to be filled out by TRAINEE and MENTOR)

Use this worksheet to assess and identify skills that you would like to target in the coming year. Ask your advisor to fill out the same form and then meet to discuss your respective responses. An honest self-assessment and discussion will help you set your training goals.

Mark your perceived current performance level

	Weak		Strong	Target
	1	2	3	for this year

RESEARCH SKILLS AND SCIENTIFIC THINKING

Broad-based knowledge of science

Critical reading of scientific literature

Experimental design

Statistical analysis and interpretation of data

Creativity and innovative thinking

Time management

Overall research productivity

COMMUNICATIONS

Scientific writing (grant proposal or publication)

Grammar and sentence structure

Speaking to an audience

Communicating one-on-one

Upholding commitments and deadlines

English fluency

Working with constructive criticism

Identifying and seeking advice

INDIVIDUAL DEVELOPMENT PLAN CERTIFICATION

"NIH … strongly encourages institutions to develop and use IDPs for graduate students and postdoctoral researchers supported by NIH awards, regardless of their position title" (NOT-OD-14-113).

UVA SOM IDP components:

   a. **Annual Performance Evaluation and Goals** - trainee and mentor independently fill out a performance evaluation and then meet to discuss.

   b. Documentation of adequate **progress toward the PhD** (graduate students only) - this will occur through annual (or more frequent) thesis advisory committee meetings and/or meetings with the Director of Graduate Studies (DGS).

   c. **myIDP** (**http://myidp.sciencecareers.org**) - the trainee has the option of completing the web-based myIDP, print out the summary sheet, and discuss the results with a mentor and/or one or more advisors. [**OPTIONAL**]

This certification is designed to document completion of the first component; the second component will be completed by the thesis advisory committee and/or DGS and retained in the student's permanent record. The third component is optional, though encouraged for trainees who are still exploring career options.

Print/Type Student Name: _____

Please execute the following:

   1. Complete the "Annual Performance Evaluation and Goals," remind your mentor to do the same, and meet to discuss your respective assessments. Student and mentor should sign below to indicate completion.

   a. Student: _____   Date: _____

   b. Mentor: _____   Date: _____

   2. Please indicate the date of your last thesis committee meeting and (if applicable) any upcoming meeting that is currently scheduled. (Students)

   Most Recent _____   Upcoming _____

Please list accomplishments from the past year (papers accepted for publication, fellowships awarded, awards received, other recognitions).

_____

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

_____

Submit this certification to your BIMS administrator no later than April 15th
Completion of this form is a requirement for all students to remain in good standing.