**Biology Individual Development Plan (2 pages): Ph.D. Due Annually November 1**

***Please note*:** The Biology department requires this document to be completed by the graduate student. Then the student and his/her/their mentor must discuss it, and then the student must revise it as needed. Ideally this discussion will happen in person but it can be conducted electronically if necessary. The form may be expanded to any length necessary.

Both student and mentor must sign the final document, and it must be submitted in hard copy to the Director of the Biology Graduate Program (Dr. Jen Curtiss) before the end of the first semester in which the student is enrolled. Annual updates will be required thereafter. This is a plan, not a contract, and you should expect to modify it as you progress to your degree.

**For assistance, consult the Biology Department Handbook, available at** [**https://bio.nmsu.edu/grads/**](https://bio.nmsu.edu/grads/)

 **Student Name: Mentor Name: Degree program:**

Student’s Long-Term Professional Goal:

Student’s Goal for Position to Follow Graduation:

Student’s major strengths and previous training with respect to professional goal:

Student’s major weaknesses/training gaps with respect to thesis research, professional development:

Thesis project working title (if not decided yet write “Not Decided”)/ Concentration area in Biology

General Schedule for Communication Between Student and Mentor (i.e. roughly how often are lab meetings, individual meetings, etc. to be held):

Names of graduate committee members (if not decided yet write “Not Decided”):

**Training Plan.**

**Note:** While these should be tailored to your specific needs, you MUST specify the target dates for your committee meetings, qualifying exam, comprehensive exam, and defense.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester\* | Semester,Yeare.g. Fall, 2019 | Courses to be taken | Graduate Exams & Committee Meetings | Research Goals | Publication/Presentation Goals | Other Professional Development Activities1 | Were all planned activities completed? If so, state “all completed”. If not, list which activities were not completed. | Rubric score2 |
| Written | Oral |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| Summer |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| Summer |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| Summer |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| Summer |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| \* Add rows as needed |  |  |

1Scientific writing (manuscript, grant, etc.), networking, team science skills, teaching, mentoring, etc. (list more as you deem necessary)

2 Evaluation rubrics provided in the Biology Graduate Student Handbook; report only for semesters in which evaluation conducted

Additional comments:

I acknowledge that the signatories met, either in person or electronically, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date here) to discuss and complete this individual development plan, and I agree that this represents a reasonable and fruitful path to degree completion and advancement to professional goal.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_