**Biology Graduate Individual Development Plan**

**(non-thesis MS)**

**Due Date: February 16, 2024**

***Please note*:** EveryBiology graduate student is required to complete this IDP annually. The student should start the IDP process by filling in this form. 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.
* This is the only acceptable form for completing the Biology Department’s annual IDP requirement for graduate students. Other forms (RISE, AAAS, old version of the Biology IDP etc.) will not be accepted.
* The form may be filled out in Word or by hand. Both student and mentor must sign the final document, and it must be submitted by email to the Director of the Biology Graduate Program (Tim Wright, [wright@nmsu.edu](mailto:wright@nmsu.edu)) by the due date above

***This form is required of all non thesis MS students***. First year students should use it as a prospective planning document for their entire time as graduate students. Students in the second year and beyond should update it annually so that it includes activities during all semesters enrolled as a graduate student in the NMSU Biology Department. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Master’s Accelerated Program (MAP): \_\_\_\_\_ Yes \_\_\_\_\_No**

**Degree program: \_\_\_\_\_\_\_ non thesis Biotech emphasis \_\_\_ non thesis individual plan**

**Committee Chair (For Biotech emphasis enter Dr. John Xu): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Biology Mentor (for Biotech mentor, select one of the following : Xu/micro, Bailey/eco-evo), Castillo/micro, Serrano/cell organismal : \_\_\_\_\_\_\_\_**

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 professional goal:

Professional enhancement plan for a research experience eg, special topics, internship, volunteer work (if not decided yet write “Not Decided”)

Concentration interests in Biology (Cell Org; EcoEvo; Microbiology; STEM Education; Other)

General schedule for communication between Student and Committee *Advisor*/*Mentor* (i.e. roughly how often are individual meetings, etc. to be held):

Names of non-thesis graduate committee members:

For Biotech emphasis, Program Chair (Xu) and one of Bailey (Eco\_Evo); Castillo (Microbiology); Serrano (Cell/Organismal).

If not determined write To be Decided by “date”):

**Training Plan. Meet with your advisor/mentor your first semester to complete your plan, then update regularly thereafter**

**Note:** While these should be tailored to your specific needs, you MUST specify target dates for a committee or one on one advisor meeting and for your MS non thesis exam defense

1Please list any internships, research or professional experiences and publications below.

2Did you hold a TA position in Biology or elsewhere? If so list the course(s).

3These include formal and informal research experiences, internships, volunteer work, scientific writing (manuscript, grant, etc.), building of research collaborations, teaching skills development, mentoring of others, workshop attendance, development of other professional skills, STEM-related outreach (list as you deem necessary).

4Have you updated your resume or CV within the last 3 months?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester | Semester,Year  e.g. Fall, 2022 | Courses to be taken | Exams & Committee Meetings | Non thesis Professional Career Goals | Presentation and/or  Publication Goals1 | TA Position?2 | Professional Development & Scholarly Activities3 | Resume or CV is up to date?4  (Yes/No) | Bio 591 Electronic Portfolio complete?  (Pending/ Complete) | Bio591 Linked In profile complete?  (Pending/ Complete) | Were all planned activities completed? If so, state “all completed”. If not, list which activities were not completed. |
| 1Fall |  |  |  |  |  |  |  |  |  |  |  |
| 2Spring |  |  |  |  |  |  |  |  |  |  |  |
| Summer |  |  |  |  |  |  |  |  |  |  |  |
| 3Fall |  |  |  |  |  |  |  |  |  |  |  |
| 4 Spring |  |  |  |  |  |  |  |  |  |  |  |
| Summer |  |  |  |  |  |  |  |  |  |  |  |
| 5Fall |  |  |  |  |  |  |  |  |  |  |  |
| 6Spring |  |  |  |  |  |  |  |  |  |  |  |

**(1) Please provide dates and a brief description of your internships, volunteer work, publications and presentations during your NMSU Biology graduate career here:**

**(2) Professional Summary (totals for professional activities)**

|  |  |  |
| --- | --- | --- |
| Activity | Total Number: Reporting year | Total Number: All years |
| Internships |  |  |
| Manuscripts accepted (first author) |  |  |
| Manuscripts accepted (co- author) |  |  |
| Manuscripts submitted (first author) |  |  |
| Manuscripts submitted (co- author) |  |  |
| Natl/Intnl Conference presentations (first author) |  |  |
| Natl/Intnl Conference presentations (co author) |  |  |
| NMSU Conference presentations (first author) |  |  |
| NMSU Conference presentations (co author) |  |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_