**Biology Graduate Individual Development Plan**

**(thesis MS and PhD)**

**Due Date: 16 February 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 thesis MS and PhD 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: Degree program:**

**Primary Mentor Name: Biology Mentor (if Primary is outside of Biology):**

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, and defense, and for PhD students, your qualifying and comprehensive exams.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester | Semester,Year  e.g. Fall, 2021 | Courses to be taken | | Graduate Exams & Committee Meetings | | Research Goals | Publication/  Presentation Goals1 | TA Position?2 | Other Scholarly or Professional Development Activities3, Grant, Fellowship or Scholarship Applications, and Awards | Resume or CV is up to date?4  (Yes/No) | Were all planned activities completed? If so, state “all completed”. If not, list which activities were not completed. |
| 1 |  |  | |  | |  |  |  |  |  |  |
| 2 |  |  | |  | |  |  |  |  |  |  |
| Summer |  |  | |  | |  |  |  |  |  |  |
| 3 |  |  | |  | |  |  |  |  |  |  |
| 4 |  |  | |  | |  |  |  |  |  |  |
| Summer |  |  | |  | |  |  |  |  |  |  |
| 5 |  |  | |  | |  |  |  |  |  |  |
| 6 |  |  | |  | |  |  |  |  |  |  |
| Summer |  |  | |  | |  |  |  |  |  |  |
| 7 |  |  | |  | |  |  |  |  |  |  |
| 8 |  |  | |  | |  |  |  |  |  |  |
| Summer |  |  | |  | |  |  |  |  |  |  |
| 9 |  |  | |  | |  |  |  |  |  |  |
| 10 |  |  | |  | |  |  |  |  |  |  |
| \* Add rows as needed | | |  | |  | | | | | | |

1Please list any publications below.

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

3These include 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?

**(2) Publication and Presentation Summary**

|  |  |  |
| --- | --- | --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_