**Biology Graduate Individual Development Plan**

**(thesis MS and PhD)**

**Due Date: 15 February 2025**

***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 acting Biology Graduate Coordinator (Donovan Bailey, [dbailey@nmsu.edu](mailto:dbailey@nmsu.edu)) by the due date above.

This form is required of all thesis MS and PhD students. Non-thesis MS students should use the form specific to that degree. 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”):

**A. 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. Please indicate when you will enroll for Bio 540, Bio 510, and Bio 541 (required for non-thesis).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Semester,Year**  **e.g. Fall, 2021** | **Courses to be taken** | **Graduate Exams & Committee Meetings** | **No. Publications submitted (S) or in press /published (IP)** | **No. Presentations** | **Grants/Awards (applied for and/or awarded)** | **TA Position?2** | **Other Scholarly or Professional Development Activities3,** | **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 and presentations 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, press releases (list as you deem necessary).

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

**(B) Research dissemination and distinctions (Copy from CV)**

**1. List all publications submitted and in press during your time as a Biology graduate student**  (include publication date, authors, journal, doi, etc )

**Bold** new publications since submission of the last IDP.

Copy from CV

**2. List all presentations made during your time as a Biology graduate student**  (include type (eg conference, seminar, outreach etc,) Event (conference, seminar institution; outreach organization) date, authors, relevant links, etc )

**Bold** new presentations since submission of the last IDP.

Copy from CV

**3.**  **List honors and awards received during your time as a Biology graduate student**  (scholarships, fellowships, recognitions, individual grants, etc. do not include TA/RA)

**Bold** presentations

Copy from CV

**(C) Comprehensive Dissemination Summary Table.**

|  |  |  |
| --- | --- | --- |
| Activity | Total Number:  Current reporting year  since submission of the last IDP | Total Number:  Cumulative for all years of graduate study |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**