UNM Department of Biology

Individual Development Plan - Advisor

Advisor Name: Pronouns:

Section I: Communication

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| **Prompt:** | **Advisor Response:** |
| **What is your preferred method of communication?** |  |
| **What is an appropriate time-frame to expect a response from you?** |  |
| **How often do you like to meet 1:1 to discuss research progress?** |  |
| **What steps do you take to ensure a healthy and respectful workplace (Ex. Safe Zone Training, Green Zone Training, and/or Dream Zone Training)?** |  |
| **How will you support this student in their requested accommodations?** |  |
| **How are vacation requests placed? Discuss semester breaks in addition to other time away from campus.** |  |
| **How many hours do you expect your students to spend in the lab weekly (paid and unpaid)?** |  |
| **Do you have a preference for hours your students work (Ex: 8AM-4PM)? Do you have external commitments that will require flexible hours (Ex: daycare)?** |  |
| **What are your expectations for all members in your lab?** |  |

Section II: Biology Graduate Program

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| **Prompt:** | **Advisor Response:** |
| **How do you suggest mentees reach out to committee members?** |  |
| **What are the expectations for committee of study meetings (frequency and presentation)?** |  |
| **What are your expectations for coursework and seminar attendance?** |  |
| **Given the current funding in the lab, how do you plan to fund this student? (*This is not binding, as this will likely change based on funding over a few years.)*** |  |

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| **How will feedback be given to the mentee regarding overall progress (teaching, outreach, and writing/presenting skills)? How will you provide support to this student to complete the Biology Graduate Program requirements?** |  |

Section III: Research Expectations (Updated Yearly)

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| **Prompt:** | **Advisor Response:** |
| **Identify the skills and abilities that the student will focus on developing during the upcoming year.** |  |
| **List the specific projects the student will be working on this year. How many hours a week should be dedicated to each project?** |  |
| **What grants/fellowships do you expect the student to apply for this year?** |  |
| **What writing goals do you have for the student this year?** |  |
| **What mentorship goals do you have for the student this year?** |  |
| **What service goals do you have for the student this year (Ex. Community outreach or departmental involvement)?** |  |
| **What workshops, conferences, trainings, and/or internships would you like the student to participate in this year? What funding must be applied for to support these goals?** |  |
| **What is the target semester for defense and graduation?** |  |

Section IV: Professional Goals (Updated Yearly)

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| **Prompt:** | **Advisor Response:** |
| **How will you support the student in their short-term goals?** |  |
| **How will you support the student in their long-term goals?** |  |
| **What steps can you take this year to support and encourage the student on their career path?** |  |

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Section V: Conflict resolution

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| **Prompt:** | **Advisor Response:** |
| **Is there anything we need to address? Do we require support from the Graduate Student Advocate or Ombuds?** |  |
| **Please identify a trusted faculty member (if possible) who could help you mediate conflict should any arise this year.** |  |

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