UNM Department of Biology

Individual Development Plan - Student

Student Name: Pronouns:

Section I: Communication

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| **Prompt:** | **Student 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 does a healthy, respectful workspace look like for you?** |  |
| **Do you require any accommodations to support you in your research and studies?** |  |
| **How are vacation requests placed? Discuss semester breaks in addition to other time away from campus.** |  |
| **How many hours are you planning to be in the lab weekly (paid and unpaid)?** |  |
| **Do you have a preference for hours you will work (Ex: 8AM-4PM)? Do you have external commitments that will require flexible hours (Ex: daycare)?** |  |
| **What are your expectations for all lab members including your advisor?** |  |

Section II: Biology Graduate Program

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| **Prompt:** | **Student Response:** |
| **How are you going to approach potential committee members?** |  |
| **What are the expectations for the committee of study meetings (frequency and presentation)?** |  |
| **What are your expectations for coursework and seminar attendance?** |  |
| **Given the current funding in the lab, how will you be funded? (*This is obviously not binding, as this will likely change based on funding over a few years.)*** |  |
| **How will feedback be given to the mentee regarding overall progress (teaching, outreach, and writing/presenting skills)? What support do you need to complete the required coursework?** |  |

Section III: Research Expectations (Updated Yearly)

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| **Prompt:** | **Student Response:** |
| **Identify the skills and abilities that the student will focus on developing during the upcoming year.** |  |
| **List the specific projects that you will work on this year. How many hours a week will you dedicate to each project?** |  |
| **What grants/fellowships are you applying for this year?** |  |

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| **What are your writing goals for this academic year?** |  |
| **What are your mentorship goals this academic year?** |  |
| **What are your service goals for this academic year (Ex. Community outreach or departmental involvement)?** |  |
| **What are your goals to grow your professional skills this academic year?** |  |
| **What workshops, conferences, trainings, and/or internships would you like 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:** | **Student Response:** |
| **What are your short-term goals? What support do you require from your advisor to meet these goals?** |  |
| **What are your long-term goals? What support do you require from your advisor to meet these goals?** |  |
| **What career path are you considering? What might help advance you on those paths?** |  |

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Section V: Conflict resolution

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| **Prompt:** | **Student 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.** |  |

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