



UNM Department of Biology

Individual Development Plan - Student

Student Name: _____ Pronouns: _____

Section I: Communication

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

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? (<i>This is obviously not binding, as this will likely change based on funding over a few years.</i>)	
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)

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?	

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)

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?	

Section V: Conflict resolution

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.	