UNM Department of Biology

Individual Development Plan Worksheet

Student: Pronouns: Advisor: Pronouns: Section I: Communication

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| **Prompt:** | **Response:** |
| **What method of communication will work best for both of us?** |  |
| **What is an appropriate time-frame to expect a response?** |  |
| **How often do we need to meet this year to ensure degree progress?** |  |
| **What steps can we take to ensure a healthy and respectful workplace?** |  |
| **How will accommodations be made to support the student in their research and studies?** |  |
| **How are vacation requests placed? Discuss semester breaks in addition to other time away from campus.** |  |
| **How many hours are reasonable to spend in the lab to make progress (paid and unpaid)?** |  |
| **Do you have a preference for hours worked (Ex: 8AM-4PM)? Do you have external commitments that will require flexible hours (Ex: daycare)?** |  |
| **What are the expectations for all lab members?** |  |

Section II: Biology Graduate Program

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| **Prompt:** | **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 agreed upon expectations for coursework and seminar attendance?** |  |
| **Given the current funding in the lab, how will the student be funded this year?****(*This is not binding, as this will likely*** |  |

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| ***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 is needed to complete the Biology Graduate Program requirements?** |  |

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 the student will be working on this year. How many hours a week should be dedicated to each project?** |  |
| **What grants/fellowships will be applied for this year?** |  |
| **Establish writing goals for this academic year.** |  |
| **Establish mentorship goals for this academic year.** |  |
| **Establish service goals for this academic year (Ex. Community outreach or departmental involvement).** |  |
| **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 the short-term goals of the student? How are these goals supported?** |  |
| **What are the long-term goals of the student? How are these goals supported?** |  |

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| **What steps can be taken this year to support and encourage the student on their career path?** |  |

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 should any arise this year.** |  |

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