



UNM Department of Biology

Individual Development Plan Worksheet

Student: _____ Pronouns: _____

Advisor: _____ Pronouns: _____

Section I: Communication

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

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? <i>(This is not binding, as this will likely</i>	

<i>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 is needed to complete the Biology Graduate Program requirements?	

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 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)

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?	

What steps can be taken this year to support and encourage the student on their career path?	
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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 should any arise this year.	