

**BEFORE THE COMMITTEE MEETING:** Pages 1 and 2 are the student’s individual development plan. It must be completed (if the first committee meeting) or updated (for all subsequent committee meetings) by the student, and then circulated among thesis committee **at least 2 days before the committee meeting**. The IDP represents the student’s self-assessment, and it is intended to help the student better structure her/his training in our department to achieve her/his goals.

**DURING THE COMMITTEE MEETING:** In addition to assessing the trainee’s progress towards a PhD thesis, the committee should constructively comment on the IDP self-assessment, and suggest additional training opportunities that might fit into the student’s stated short and long-term goals. Pages 3 and 4 must be completed by the mentor and thesis committee chair, and **all four pages returned to Holly Shepherd with 48 hours of the meeting.**

**INDIVIDUAL DEVELOPMENT PLAN FOR:**

**UNDER THE GUIDANCE OF:**

**DATE OF ANNUAL COMMITTEE MEETING:**

**ASSESSMENT OF CAREER GOALS**

**LONG TERM (Beyond 1 year)**

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**SHORT TERM (Within 1 year)**

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**IF YOU ARE IN YOUR FIFTH YEAR OR BEYOND, YOU ARE REQUIRED TO PROVIDE DETAILED ANSWERS TO THE BELOW**

**WHEN DO YOU EXPECT TO GRADUATE?**

**WHAT IS THE STATUS OF YOUR FIRST AUTHORED PAPER?**

**WHAT SPECIFIC WORK NEEDS TO BE DONE TO FULLFIL YOUR DEGREE REQUIREMENTS?**

**TRAINING AND DEVELOPMENT** (List training, coursework, opportunities, meetings, etc.)

**SELF ASSESMENT**

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| --- | --- | --- |
| **SKILL** | **BELOW TARGET (1-3)**  **ON TARGET (4-6)**  **EXCEEDS TARGET (7-8)** | **NOTES** |
| Scientific Writing |  |  |
| Presentation Skills |  |  |
| Critical Analysis of  Scientific Literature |  |  |
| Background  Knowledge in Field |  |  |
| Research Progress |  |  |
| Fellowships and awards applied for |  |  |
| Independence and creativity |  |  |
| Publications |  |  |
| Professional Training |  |  |

**Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Student)**

**Pages 3 and 4 to be completed by advisor and committee chair after committee meeting**

**Comments on Dissertation Individual Development Plan from the Advisor and committee**

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**(Advisor)**

**ANNUAL PROGRESS REPORT OF DISSERTATION COMMITTEE**

(Please note that you are required to have a committee meeting each year)

The committee has reviewed the student’s academic research progress and makes the following report and recommendation:

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Proposed date of the next committee meeting: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SIGNATURE OF COMMITTEE MEMBERS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, COMMITTEE CHAIR

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**\*\*\*ALL FORMSs ARE DUE BACK WITHIN 48 HOURS OF COMMITTEE MEETING\*\*\***

Return completed form to:

Holly Shepherd

Department of Biochemistry and Biophysics

120 Mason Farm Road, 3024 Genetic Medicine Building, CB# 7260

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