

**BEFORE THE COMMITTEE MEETING:**

Sections I and II 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 training in our department to achieve student 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. Parts III and IV must be completed by the advisor and thesis committee chair. **Return all four pages and an updated CV/Resume to Holly Shepherd with 48 hours of the meeting.**

Individual development plan for:

Date of annual committee meeting:

Date of annual student services meeting:

Advisor:

Committee chair:

Other members:

Proposed dissertation topic:

Proposed graduation date (month/year):

1. **STUDENT PROGRESS**
2. **Publications**

First authored research publication:

Other published or in press:

Submitted, in revision, or preparation:

1. **Grants and Fellowships** (list all applied for)

|  |  |  |
| --- | --- | --- |
| Agency/type of grant | Year applied | Outcome |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Conferences Attended**

|  |  |  |
| --- | --- | --- |
| Conference Title | Month/Year | Presentation/Poster |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Awards Received**

|  |  |
| --- | --- |
| Award | Month/Year received |
|  |  |
|  |  |
|  |  |

1. **Other Professional Development and Related Experience**
2. **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 fulfill your degree requirements?

\*\***If you are beyond your 6.5 year, you are required to set up a meeting with the DGS and student services manager to review progress.**

**SELF ASSESMENT**

|  |  |  |
| --- | --- | --- |
| **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)**

1. **COMMENTS ON IDP BY ADVISOR AND COMMITTEE**

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1. **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: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, STUDENT

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, ADVISOR

Committee members present for meeting:

**\*\*\*ALL FORMS 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

919-843-9737 (phone), [holly\_shepherd@med.unc.edu](mailto:holly_shepherd@med.unc.edu) (email)