

Individual Development Plans (IDPs) for Graduate and Post-Doctoral students

Objective: To provide a formal mechanism to develop and monitor Individual Development Plans (IDPs) for Graduate and Post-Doctoral students in the Washkewicz College of Engineering (WCE) at CSU.

Overall philosophy and rationale: The WCE has always encouraged graduate¹ and post -doctoral students to work closely with their advisors/mentors and develop an academic plan while they are at CSU that sets them on a selected career path. The benefits of such plans, now often referred to as Individual Development Plans (IDPs) are being universally recognized in setting career goals and in ensuring that conversations between the trainee and mentor about these goals occur on a regular basis. In response to many such recommendations and practices in numerous universities, WCE is adopting the following recommendation for all doctoral students to utilize IDPs to aid in setting professional development goals and planning their future careers immediately.

Policy: Graduate and Post-Doctoral students (mentees) in the WCE will complete an IDP within 6 months of arrival in their permanent mentor's lab. Developing an IDP is an iterative and interactive process that involves face-to-face meetings and extended discussions between the mentee and the mentor. The IDP will evolve through many meetings between the mentee and the mentor during the trainee's tenure in the college and the university. Copies of all graduate student and postdoctoral IDPs as well as all annual updates will be kept by the faculty mentor.

Compliance: The completion of IDP's is currently recommended for all WCE doctoral students. It is not mandatory, but highly recommended. At the beginning of each semester, the Director of the WCE doctoral program will send a reminder to each PhD student.

The IDP form is attached at the end of this document, and is available online and electronically. The final submission process requires that both the mentee and mentor have viewed the document and have met to discuss its contents. WCE strongly encourages trainees to develop content for their IDPs by exploring the web tool package that is available at <https://myidp.sciencecareers.org/>

¹ WCE expectation for a MS student is to graduate in 2 years, for a PhD student, without an MS, 5 years, and for a PhD student with a prior MS, 3 to 4 years.

How to Complete your IDP

Your **Individual Development Plan (IDP)** and annual planning meeting with your advisor are intended to help you:

1. Take ownership of your education, training and professional development
2. Think intentionally about short and long term goals
3. Set a roadmap for your stay in the college and the university
4. Set clear expectations of you and your mentor
5. Identify and make optimal use of resources
6. Have a frank and open dialogue with your mentor
7. Help you transition to a career that you want

Key deadlines:

- First meeting between the mentee and the mentor occur within 6 months of the mentee joining the mentor's lab.

Suggestions:

1. Step back and assess, and come up with a preliminary plan by filling in the form to the best of your ability.
2. Set your first meeting with the mentor, and make sure that you develop an agenda, and that he/she knows the agenda.
3. Lead the discussion, as this is your IDP.
4. Make changes to your plan, as appropriate.
5. Take the IDP to your mentor, get his/her signature



**CLEVELAND STATE
UNIVERSITY**

Individual Development Plan College of Engineering

	Name	Signature	Date signed
Mentee			
Mentor			

Scientific/Research Goals, Resources and Timeline

Describe the specific question that your research is trying to answer

What resources do you need to conduct your research? Do you think that you have these resources in your lab and/or other parts of the university? Are they available to you? If not list those that you will need to complete your research.

Put down a timeline for your research, all the way to graduation. Are you keeping to the timeline? If not, why not, and what do you need to get back on the timeline?

Growth/Development, Assistantships, Publications and Collaborations

What courses are you taking this year and the next year? Have you made sure that they are being offered, and that you have all the pre-requisites?

Have you made sure that you have an assistantship for this year? What do you need to do to make sure that your next year will be funded? Do you have plans to apply for external fellowship grants?

What conferences would you like to attend this and next year? Where will you get the resources to attend them? What are the deadlines?

What journal papers are planned for the next 1-3 years?

Development of Academic and Professional skills

A significant part of your training in your program is the development of your academic and professional skills that are transferable beyond graduation. Evaluate your current strengths by checking the appropriate boxes, and then set yourself good targets for each year. Ask your mentor if he/she agrees with your evaluation, and then come up with a viable plan.

Skill set	Weak 1	Average 2	Strong 3	Target
Critical reading/understanding of the literature				
Formulating the problem/question				
Experimental design				
Statistical analysis and interpretation of the data				
Creativity and innovative thinking				
Understanding the submission/peer review process				
Seeking advice				
Time management				
Writing a proposal, paper or report				
Understanding the audience				
Public speaking				
Being able to articulate your ideas succinctly				
Working with constructive criticism				
Conflict resolution				
Stress management				

Developing a Mentoring plan

Develop a mentoring plan for your stay at the university, and make sure that you utilize it to the best of your ability.

	Name(s)	Meeting dates (set or tentative)	Do you need help with this?
Lead mentor			
Qualifier committee			
Dissertation committee			
Other collaborators			
Other mentors			

Career goals

Have you started thinking about your career goals?

What would you like to do after you graduate? What are you doing right now to get to that goal? Set some deadlines in terms of identifying opportunities, applying for jobs, etc.

What would you like to be doing 5 years after graduation?

What would you like to be doing long term? Is there something you could be doing today to get there?