

Individual Development Plan Policy for GSBS PhD Students



Graduate School of Biomedical Sciences

BENEFITS OF THE IDP

An **Individual Development Plan (IDP)** is a planning tool designed to help students identify scientific progress, professional development needs, and meet career planning objectives. The process includes reflection on graduate training expectations, self-assessment and goal-setting exercises, and follow-up discussions with a research advisor and the Office of Career Development. Collectively, this process is designed to aid students in setting short-term training and professional development goals that enhance career readiness for students upon graduation.

Goals of the IDP:

- Cultivates a sense of ownership over training, career planning and professional development.
- Allows for reflection and self-evaluation on training progress and career-readiness.
- Identifies areas for improving performance and developing new skills.
- Facilitates communication and transparent expectations between the student and research mentor.

KEY COMPETENCIES FOR THE GSBS IDP

GSBS has identified and integrated in the IDP seven training domains that students should develop during their graduate training. These are based on (but not limited to) those recommended by *ScienceCareers*, and include the following:

• Scientific Knowledge	• Management, Leadership, and Professionalism
• Research	• Career Planning
• Communication	• Wellness
• Responsible Conduct of Research	

OVERVIEW OF THE IDP PROCESS

GSBS expects that all PhD students will complete IDPs on an annual basis. Students will use training year-specific forms that guide them through self-reflection and assessment, goal-setting, and a facilitated discussion of training and career-related goals. The first GSBS IDP is completed during orientation with the Office of Career Development. In subsequent years, GSBS students will review their IDP goals from the previous year, reflect on progress, and develop new goals for their upcoming year. Students are expected to complete and discuss their IDPs with their research advisors on an **annual basis**. In year 3, all GSBS students will be **required** to complete their GSBS IDP and participate in a one-on-one IDP advising meeting with the Office of Career Development.

Training Year	Review training expectations	Complete career self-assessments	Revise career self-assessments	Set annual goals	IDP meeting with research advisor	Meet with Office of Career Development
1	✓	✓		✓		✓ (Completed in orientation)
2	✓		✓	✓	✓	Optional
3	✓		✓	✓	✓	✓
4+	✓		✓	✓	✓	Optional

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