

**Graduate Student**  
**Individual Development Plan (PhD)**  
Department of Biological Sciences  
University of South Carolina

The Individual Development Plan (IDP) is a mechanism for creating and accomplishing both long and short-term goals in pursuit of a desired career goal. To receive maximum benefit from the IDP process, it is essential that both graduate students and their faculty mentor(s) participate fully in the process. The IDP will need to be revised as circumstances change, and it is most helpful if the mentor and graduate student work together to modify the IDP.

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**Name of Graduate Student** \_\_\_\_\_

**Program** \_\_\_\_\_

**Date of Admission** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Name of Primary Mentor** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Name of Committee Chair** \_\_\_\_\_

**Department or Program** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Key Landmarks :**

Year One – Qualifying Exam (Date Completed) \_\_\_\_\_

Year Two –

Formation of Committee (Date Approved) \_\_\_\_\_

Research Proposal (Date Approved) \_\_\_\_\_

Program of Study (Date Approved) \_\_\_\_\_

IDP Completed \_\_\_\_\_

Year Three –

Comprehensive Exam (Date Completed) \_\_\_\_\_

IDP Completed \_\_\_\_\_

Year Four to Completion – Annual IDC Completed \_\_\_\_\_

Final Year –

Dissertation Chapter Outline (included as part of the IDP) (minimum 6 months prior to Defense) \_\_\_\_\_

IDP Completed \_\_\_\_\_

Submit CV and Future Plans Form \_\_\_\_\_

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**Part I. Review of Past Year** (to be completed by Graduate Student)

**Research Training and Professional Progress**

Provide a timeline of major research accomplishments over the past year.

List all accomplishments from the past year in the following categories. Provide as much detail as possible (dates, locations, titles, departments, names, etc.).

**Honors and Awards**

**Grant or Fellowship Funding Applications** (both applied for and received)

**Publications**

**Presentations at Professional Meetings**

**Seminar Presentations**

**Patents**

**Clinical Activity**

**New research skills/new techniques acquired**

**Research Mentoring** (supervision of undergraduate/high school students)

**Teaching Activity** (course lectures, labs or courses taught)

**Service on Committees** (Departmental, College, University)

**Leadership or organizational activity** (such as leadership position in organization, session chair at professional meeting, role in organization of symposium or professional meeting, etc.)

**Other Professional Activities**

**Part II. Goals for Next Year** (to be completed by Graduate Student in collaboration with his/her Major Professor. This section must be approved by the Major Professor prior to submission to the committee)

**A. Research Goals**

Provide a timeline of research activities planned for the next year. When planning for the next year, it is advisable to break large projects into smaller sections to create a feasible timeline.

## **B. Training and Professional Goals and Progress**

List all planned activities for the next year in the following categories. Provide as much detail as possible (titles, name of meeting, name of funding program, etc.).

### **Expected grant or fellowship applications**

**Expected publications** (indicate status—in preparation, in review, in press; target journal)

### **Expected presentations and meeting attendance**

### **Expected leadership or management activities**

### **Expected teaching activities** (including mentoring)

### **Other expected professional training**

**Part III. Career Goals and Planning** (to be completed by Graduate Students)

**What is your current career goal? You should only discuss professional and career goals and not include personal goals. If your career goals have not changed since the last IDP indicate by checking here\_\_\_\_\_**

**Why does this career appeal to you?**

**What other career path(s) interest(s) you?**

**Why does this / do these career path(s) appeal to you?**

**In order to be competitive for your desired career path(s), what additional training or experience is needed prior to applying for positions? Have you accounted for these needs in Part II above?**

**Are there constraints that will affect your job search? (partner's career, visa issues, geographic limitations, etc.)**

**When do you anticipate going on the job market?**

## **Part IV. Mentor Comments and Recommendations** (to be completed by mentors)

In this section, mentors should evaluate

- the graduate student's progress from the previous year
- the feasibility and appropriateness of the plan for the next year
- the progress towards career goals

**In the event that committee concludes that the student is not making adequate progress towards graduation they should clearly articulate the deficiencies and then develop a remediation plan and timeline for the implementation of that plan. The remediation plan must be reviewed by all members of the committee and the student. The student, primary mentor and committee chair should sign the plan which indicates their agreement with the plan. The signed plan should be submitted to the Graduate Director. The committee should review the student's progress at the end of the timeline and recommend whether the student should continue in the program, be terminated from the program, or whether additional remediation should be planned. Include extra pages as necessary.**

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**Primary Mentor Comments and Recommendations:**

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**Committee Chair Mentor Comments and Recommendations:**