



## Annual Professional Development Plan

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|--|--|
| Student name   |  |
| Date completed   |  |
| Individual Development Plan completed?                     |  |
| Year in program (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.) |  |
| PhD or MS  |  |

|                   |   |
|-------------------|---|
| Major Advisor     |   |
| Committee Members | 1. _____ 4. _____<br>2. _____ 5. _____<br>3. _____ 6. _____ |

|                                |  |  |  |
|--------------------------------|--|--|--|
| Program of Study Approved?     |  | Thesis Proposal Approved (MS)?   |  |
| Comprehensive Exams Completed? |  | Application for Candidacy for Ph.D. students & Research Proposal approved (Ph.D.)? |  |

**Purpose of this self-assessment:** In accordance with College of Science and USU guidelines, the Biology Department is committed to evaluating our progress toward meeting the [Learning Objectives](#) established as part of the training in Biology M.S. and Ph.D. programs. These objectives were determined by the Graduate Programs Committee and approved by the entire faculty. Each learning objective is assessed yearly and the results are used to refine and improve our program in order to meet graduate student needs. The Annual Professional Development Plan is one component of this assessment.

Graduate students meet with their supervisory committees at least once per year to share a progress report on their coursework, research activities and teaching activities (if applicable). To assist the student and committee in that discussion of progress and to address any challenges or weaknesses, the student is asked to prepare the following self-assessment of progress. This assessment will communicate how the student feels about their progress, while the committee will provide an assessment based on their interactions with the student and the student's progress report. The comparison of the student's and committee's assessment should reveal:

- Strengths to be recognized and leveraged for continued success
- Weaknesses to be addressed through focused training and mentorship
- Development areas that may need clarification of expectations

**Overview of this assessment:** The College of Science has standardized expectations for annual review of graduate students. The annual review includes the following components:

- ✓ Completion or update of an Individual Development Plan (IDP) by the student. ([link here](#))
- ✓ A self-evaluation by the student, submitted to the major professor and thesis/dissertation committee.
- ✓ A committee meeting that includes the student, major professor, and the rest of the committee members.
- ✓ A written response (this form) following the committee meeting addressing student academic progress, including specific feedback on the student self-evaluation. The signed form should be placed in the student file.

**Instructions for students:** Reflect on your Individual Development Plan and the goals for your training established with your major advisor and advisory committee. Please indicate how you feel in terms of meeting expectations for the various benchmarks outlined below. For benchmarks that are not relevant (or not yet relevant), mark N/A for not applicable. The student should also share 1) a progress report (oral presentation or written report) and 2) an up-to-date curriculum vita.

**Instructions for committee members:** Review the student's self-assessment during the annual committee meeting and mark each benchmark to reflect your determination as to the student's progress. Discuss any differences in assessment with the student and document feedback, as well as an individualized plan to address deficiencies, in the form below. After all committee members approve and sign, the form is sent to the student for additional comments and approval. Once signed, the form is sent to the GPC to be added to the student file.

**Expectation for Student’s Level:**

|   | Student Assessment |    |       | Committee Assessment |    |       |
|---|--------------------|----|-------|----------------------|----|-------|
|   | Below              | At | Above | Below                | At | Above |
| <b>Coursework and Cumulative Exams</b>  |                    |    |       |                      |    |       |
| <b>General Research Progress</b>  |                    |    |       |                      |    |       |
| <b>Progress in Teaching</b>   |                    |    |       |                      |    |       |
| <b>Publications:</b> Are you publishing your work or making progress towards it?  |                    |    |       |                      |    |       |
| <b>Literature:</b> Do you read the literature regularly? Are you familiar with important developments in your field?  |                    |    |       |                      |    |       |
| <b>Writing Skills:</b> Are your writing skills appropriate to your level?   |                    |    |       |                      |    |       |
| <b>Professional Connections:</b> Are you networking with people who can help you achieve current and future research and career goals?  |                    |    |       |                      |    |       |
| <b>Meetings:</b> Do you meet with your supervisor and/or research group regularly?  |                    |    |       |                      |    |       |
| <b>Presentation Skills:</b> Have you had opportunities to present in your research group, in the Department, at Conferences? Are your presentation skills appropriate for your level? |                    |    |       |                      |    |       |
| <b>Curriculum Vitae:</b> Are you developing content and format that will land your desired job?   |                    |    |       |                      |    |       |
| <b>Professionalism:</b> Do you demonstrate responsibility, dependability, honesty, integrity, and good ethics?  |                    |    |       |                      |    |       |
| <b>Service:</b> Have you contributed to service to the Department, University, Community, or other organizations?   |                    |    |       |                      |    |       |
| <b>Team Work:</b> Are you a good team member? Will your advisor be able to speak highly of you in a reference letter?   |                    |    |       |                      |    |       |
| <b>Professional Meetings:</b> Have you attended conferences or other professional meetings?   |                    |    |       |                      |    |       |

**Comments from Student**

Address any areas marked ‘Below Expectations’

Address any COVID-19 impacts

Student's goals

Student's role in achieving these goals

Date

Annual Professional Development Plan for

## **Committee Meeting Discussion**

Address any areas marked 'Below Expectations'

Address any COVID-19 impacts

Committee's recommended goals for student

Describe the committee's role in helping the student achieve these goals

## **Final comments from student**

## Signature Page

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\_\_\_\_\_  
Student Name

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Major Advisor Name

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Signature

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Date

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Signature

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Committee Member Name

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