

How to use an Individual Development Plan

UC Davis Plant Biology Graduate Group



→ You, a young growing scientist, who needs an IDP.

What is an IDP

- Career development tool
- Evaluate current strengths and weaknesses
- Set goals based on your evaluation
- Make a plan to achieve those goals
- Assess career options and goals, and how to get there



"Mentor? I'm sorry. I thought you wanted a *TOR*mentor."

Why you should use an IDP

In a 2005 survey of US postdoctoral scholars, postdocs who began their appointment with an IDP were:

- Able to develop better time management, more efficient resource use, and more focused effort than their peers without an IDP
- 23% more likely to submit papers to peer-reviewed journals
- Publish first-authored papers at a 30% higher rate
- Submit grant proposals at a 25% higher rate
- 25% less likely to report that their advisor did not meet their initial expectations

Why you should use an IDP

Your advisor is only as
good as you let them be.
Help them advise you!



What you are required to submit to grad studies:

- SPA = Student progress assessment
- You are required to submit this to graduate studies each year.
- Some questions in the IDP are purposely identical to the SPA - look for the symbol and copy and paste your answer into the SPA!



Due Dates

- You will receive an email from grad studies in April to complete the SPA by the end of May.
- The IDP will be required for first year students as an assignment in Spring Quarter PBI 292
- For everyone else the IDP is highly recommended this year and will likely be a requirement for future years.

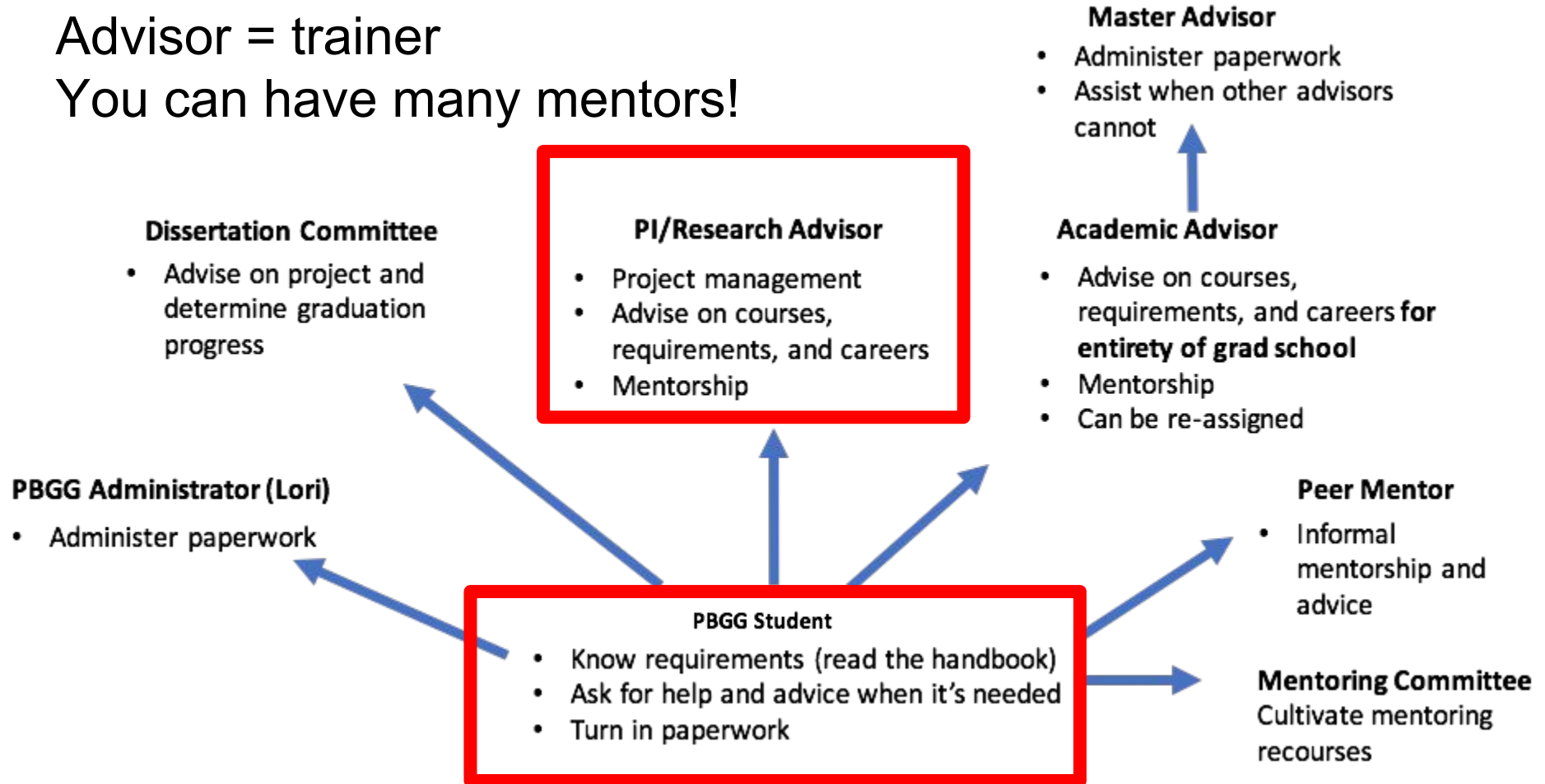
YOU CAN BE A WINNER!!!!

If you submit your IDP to Lori by the deadline (same deadline as your SPA) then you will be entered in a drawing to win a gift card!



Advisor = trainer

You can have many mentors!



Instructions (pg 2)

Trainee fills out IDP

- Fill out Parts 1-6, including self-evaluation (Part 2A).
- Use last year's IDP to help evaluate your progress.
- Give IDP to Trainer BEFORE scheduled meeting.

Trainer reviews IDP

- Trainer fills out Trainee evaluation (Part 2B) BEFORE reading trainee self-evaluation (Part 2A).
- Trainer reads Trainee responses and self-evaluation BEFORE meeting.

Trainer and Trainee Meet

- Discuss all parts of the IDP and compare Trainer vs. Trainee evaluations.
- Evaluate and agree on future goals and necessary steps to achieve them.
- Use Part 7 to make notes during meeting.
- Send IDP to Grad Group Coordinator (Lori)

Fill out SPA form

- Trainee fills out SPA form (look for the logo) by copying and pasting IDP answers into the online form.
- Trainer approves online SPA form.

For trainers:

- Fill out Part 2A: Student evaluation
 - Do this BEFORE you read the self-evaluation completed by the student
- Get the filled out IDP from your student and review it before the meeting
- Meet with your students and review the IDP

Section 1: Overview (pg 3)

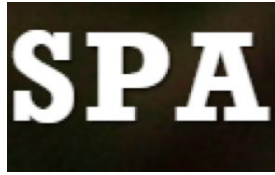
- Really basic info about you and your project - this is for record keeping purposes
- Important contacts
 - This is to be sure you know who these people are, and agree on who these people are with your advisor.
 - When emergencies happen, you need to know who to talk to.
- Next year you can copy and paste this section and just make edits as needed!

Section 2: Evaluation (pg 4)

- Rate yourself on qualities and knowledge that you should have by the end of graduate school
- When you complete the whole IDP, your advisor will review it and rate you using the same evaluation
- Estimate how much time you spend on certain skills/knowledge so you can better allocate your time next year

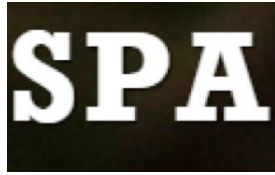
% time this year _____ % time next year _____

Section 3: Annual progress report (looking back)



1. What are the projects you accomplished last year?
 2. Describe and explain your level of satisfaction with your research project in the past year.
 3. Describe and explain your level of satisfaction with other aspects of your career development in the past year
-
- In future years, look at your old IDP and determine if you achieved goals you set
 - Knowing how you did last year will help you plan for the future


Section 4: Career development (really looking forward)



- You don't need to know what you want to do when you graduate
- You DO need to know what your options are and participate in opportunities on and off campus to further your career development.
- Your advisor knows things about life after grad school, but they need to know what you're interested in.
- There are LOTS of career development opportunities on campus, please take advantage of them (resources in the IDP and later in these slides)!

Section 5: Goal planning (looking forward)

- Figure out what you need to get done in the next year
- Stop going through every week/month/year without an idea of what needs to get done! (Katie's personal advice)
- Use your evaluations and progress (sections 2 and 3) to plan goals
- Agree with your advisor on what is important to accomplish - you need to be on the same page.

Research Project				
Goals	Objectives	Actions and Strategies	Timeline	Outcomes
(scientific question) 	what skills need to be learned or developed)	(experimental approach)	(anticipated start and end times)	(how you will know you have reached your goal)

Make your goals SMART

Specific

Measurable

Attainable

Relevant

Time-bound

Example: I want to learn about my career options!	
Not SMART	SMART
I will learn about my career options.	I will learn about careers in agricultural biotechnology by conducting informational interviews with 3 professionals by the end of September.

Section 6: Funding

This is required for grad studies/our graduate group

This should facilitate a discussion with your advisor in regards to fellowships, TA requirements, etc.



Section 7: Meeting

- Give your advisor your IDP filled out in advance of your meeting. Ask them to seriously fill out the evaluation.
- Be honest about your possible career goals.
- Ask your advisor for advice!



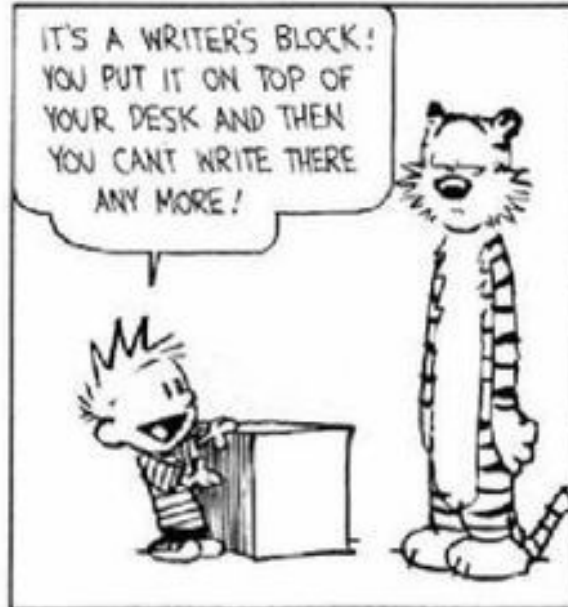
“But my advisor thinks this is extra paperwork...”

You can respond with....

- I would really like your advice on...
- This document is really helping me plan experiments, can I get your insight?
- **You can talk to Katie, she told me I had to do it.**

Appendix: Manuscript and grant planning

- This section is optional, but is a useful document to help you effectively plan and carry out writing projects



Feedback on the IDP

- We don't care if you hate it as you will soon be required to do it
- We do care how you think it can be improved.
- Please provide feedback (that section is essential to win the drawing)

How to benefit from the IDP

- Actually do it - and spend time on it.
- Be honest with yourself and your trainer.
- This will help you to graduate!
- Think seriously about what you might want to do when you graduate.
- Use your self evaluation to prioritize your time and set goals.



"Long term I want to enhance my leadership skills and ascend the corporate ladder. Short term I want a mocha latte."

Other resources for advising, mentorship, and more

1. Mental health resources at Student Health Center
2. UC Davis Graduate Studies
 - a. IDP resources
 - b. Workshops
 - c. Leaders programs
3. Career advising, resume review, and more at the Career Center
4. Seed Central for career development
5. Your peer mentor
6. Plantae.com - WEBINARS!!



Selected Useful Workshops:

- Getting the Most Out of Your Mentorship by Becoming a Great Mentee
- STEM Project Management Crash Course
- Lean In To Your Career -- ICI
- 7 Secrets of Highly Successful PhDs and Masters Students

ASPB Meeting - great place to network!

- Get an ASPB membership
 - How to get one free:
 - ask your advisor for “points” or grant money
 - join the “Master Planting Science Team”
- Attend the 2019 Meeting in San Jose, August 3-7
 - Abstract submission for talks is March 7!
 - Members get discounted registration
 - Apply for travel awards