



Michigan Technological University

Biomedical Engineering

PhD Self-Assessment & Individual Development Plan

Student Name: _____

Semester/Year: _____

Email: _____

Below is the Individual Development Plan reflecting progress made for each year and semester. Please enter a check for which items have been completed and enter a number in the papers section for the corresponding year and semester. More detailed questions will follow further into this assessment.

Academic Milestones	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
	F	S	F	S	F	S	F	S	F	S	F	S
Check when completed:												
Plan of Study												
Committee Established												
PhD Coursework Complete												
PhD Qualifying Examination												
PhD Research Proposal Examination												
Graduate Student Seminar Presentation												
PhD Dissertation Draft												
PhD Dissertation Defense												
GTA												
Peer Reviewed Journal Papers: (enter number)												
Published												
Submitted												
In Preparation												
Conference Paper (1 st Author) & Presentation												
Proposal Submissions												
Workshops and/co-ops/internships												
Communications with advisory committee												

Student
Initials Date

Advisor
Initials Date

Graduate Program Planning – 1st semester

These questions help the student and advisor understand the student's overall goals, and how their education will help the student to achieve them.

Questions for Student	Comments by Advisor
What is your motivation for pursuing a PhD degree? What are your career goals? <ul style="list-style-type: none">••	Comment on how the degree program will help fulfill your student's career goals. Should there be changes? <ul style="list-style-type: none">••
What do you want to be doing 3-5 years after completion, such as working in academia, industry or governmental service, or self-employed? <ul style="list-style-type: none">••	Comment on how the degree program will prepare your student for their 3-5 year goals. <ul style="list-style-type: none">••
What do you consider to be your major strengths and weaknesses in meeting the requirements of the degree you seek? <ul style="list-style-type: none">••	Comment on what you can contribute to maximize your student's strengths and help overcome any real or perceived weaknesses. <ul style="list-style-type: none">••
What actions do you want to undertake now to be better prepared after the completion of the degree? <ul style="list-style-type: none">••	Comment on how the actions can be fulfilled and what resources are needed to accomplish them. <ul style="list-style-type: none">••

Communication plan and progress towards completion – 1st semester

This section describes an agreed-upon plan for communication and a method to update each other on progress, including issues related to work-life balance and personal challenges.

Questions for Student	Comments by Advisor
How often do you anticipate meeting with your advisor to discuss your academic and research progress?	Comment on the proposed frequency of meetings to discuss academic and research progress.
How would you like to communicate research progress to your advisor?	Comment on the proposed method to communicate research progress.
Briefly describe any potential work-life balance challenges that may affect your progress.	Comment on accommodations or resources that are needed or available to help with work-life balance challenges.

Research Focus – 2nd year

These questions are most appropriate after the research has begun, and before all of the coursework and qualifying examination are complete. Consider answering these questions in the second year of the program and revisiting as needed to refine and elaborate on them.

Questions for the Student	Comments by Advisor
What are the hypotheses or goals of the research that you are undertaking?	Comment on how well your student understands the project fundamentals and whether the hypotheses and goals are realistic.
Which courses or research training are required for your research?	Comment on the preparedness of your student to undertake the research and what else is required to be successful.
What are your goals, timeline, and required resources for publishing in the literature and presenting at conferences?	Comment on your student's plans for publishing.
What are the major hurdles (such as time, equipment, supplies) to completing your research?	Comment on the appropriateness of the resources and the likelihood of them being available.
How would you steer your research to better prepare for your future career?	Comment on students' research direction and their future career.

Career Questions – End of 1st year/beginning of 2nd year

These questions should be considered in a timely manner so that the educational experience can prepare the student for their future career.

Questions for the Student	Comments by Advisor
What do you consider to be your strengths specifically for your chosen career path?	Comment on how you perceive the student's strengths related to the chosen career path. Do you see strengths that are not listed?
What do you consider to be your weaknesses or lack of understanding specifically for your chosen career path?	Comment on your student's weaknesses or lack of understanding related to the chosen career path. Do you see any that are not listed?
How would you like to address your weakness in the next 6-12 months? (Detailed description including coursework, research, teaching, etc)	Comment on your student's plan to address weakness.

Career Questions – End of 1st year/beginning of 2nd year

(continued)

These questions should be considered in a timely manner so that the educational experience can prepare the student for their future career.

Questions for the Student	Comments by Advisor
During the upcoming 6 months, what professional growth opportunities and activities do you want to accomplish?	Comment on growth opportunities and activities of which your student may not be aware or that you suggest.
What type(s) of resources do you think are required for you to fulfill these professional growth opportunities? (Include professional assistance from other faculty members.)	Comment on the appropriateness of the resources and the likelihood of them being available.
What expertise might your Advisory Committee help you with?	Comment on the Advisory Committee expertise.
Describe plans to enrich your teaching portfolio.	Comment on teaching opportunities you anticipate for your student.
What sorts of feedback have you received on teaching? What are your strengths and weaknesses and plans for developing your skills?	Comment on how well your student understands their teaching strengths and weaknesses and planned development activities.

Beyond the PhD – 1-2 years before degree completion

After completion of a PhD degree, many students will need to develop skills to become an independent investigator. These questions will help students think about professional development beyond the PhD degree requirements. **PhD students should complete this section one to two years before completing their degree.**

Questions for the Student	Comments by Advisor
Which funding agencies typically support your field of research and are you familiar with their funding requirements and proposal submission process?	Comment on how well your student understands the funding landscape and what needs to be done to better understand how to be competitive.
Do you have plans to submit a proposal or assist your advisor in preparing a proposal? <input type="radio"/> Yes, plans to submit proposal <input type="radio"/> Yes, plans to assist advisor <input type="radio"/> No plans to submit proposal <input type="radio"/> No plans to assist advisor	Comment on opportunities for your student to submit proposals. Do you need his/her assistance and in what way?
Are you familiar with the process of Post-Doctoral Fellowships?	Comments regarding Post-Doctoral Fellowships.



Michigan Technological University

Biomedical Engineering

PhD Self Assessment

Student Name: _____ **Semester/Year:** _____

Email: _____

List your accomplishments this semester regarding your research:

Coursework

List the courses you completed this semester (include course number, title, and grade:) (GLO1)

If this form is being completed before final grades are submitted, please enter the courses you took, and the title, we will fill in the grade at a later date.

Required Core Course Grades for this semester-only enter this grade once,

(Applicable only to students who enter the program Fall 2017 and after): (GLO2, GLO4)

BE5200

KIP 5500

MA5701

A - AB

A - AB

A - AB

B

B

B

< than B

< than B

< than B

Not applicable

Not applicable

Not applicable

Cumulative GPA after this semester: _____

Advisor Comments:

Training

Please indicate all training you have participated in:

Basic Responsible Conduct of Research Training

Campus Clarity Training

Advanced Responsible Conduct of Research Training

IGSC3 (International Students)

Center for Teaching and Learning CTL1 (UTL1)

Center for Teaching and Learning CTL2 (UTL2)

Center for Teaching and Learning ED0510

Center for Teaching and Learning ED5100

Other: _____

Advisor Comments:

Career and Professional Development

Did you give any presentations this semester?

Yes

No

Where did you present?

Did you complete any publications/papers this semester?

Yes

No

Please list the titles of your publications/papers:

Were you a 1st or 2nd author? (Please check and explain all that apply.)

1st author (Please explain below)

2nd author (Please explain below)

Other author (Please explain below)

Did you have an internship or CO-OP this year?

Yes - Internship

Yes - CO-OP

No

Where was your internship or CO-OP?

Please check all that apply:

Honors

Awards

Scholarships

Fellowships

Other

Please describe the items you checked in the last question.

Advisor Comments:

Forms and Other Program Requirements

Please check all that are completed:

Advisory Committee selected and Graduate School form complete

BME Plan of Study Form

Completed a semester of GTA (Course: _____)

Qualifying Exam

Research Proposal Exam

Degree Schedule

Petition to Enter Research Mode

Commencement Application Form

Degree Completion Form

BME graduate seminar presentation

Pre-defense Form and Defense Draft

Defense Scheduled

Defense

Approval of Dissertation

Graduate Student Workspace Clean-out Form

Survey of Earned Doctorate

Exit Interview

Other: _____

Please enter the results of your GTA assignment from this semester:

Excellent

Satisfactory

Marginal

Deficient

Not-Applicable

Please enter the results of your Qualifying Exam from this semester: (GLO1, GLO4)

Excellent

Satisfactory

Marginal

Deficient

Not-Applicable

Please enter the results of your Research Proposal Exam from this semester: (GLO1, GLO2, GLO3, GLO4, GLO5)

Excellent

Satisfactory

Marginal

Deficient

Not-Applicable

Please enter the results of your defense from this semester: (GLO1, GLO2, GLO3, GLO4, GLO5)

Excellent

Satisfactory

Marginal

Deficient

Not-Applicable

Advisor Comments:

Curriculum Vitae

Students: Print and include your CV with the completed assessment.

Advisor Comments:

Advisor Rating of the Semester

Remaining sections to be filled out by Advisor

Estimated Graduation Date: _____

Please rate your satisfaction of the student's coursework/research for this semester:

Excellent

Satisfactory

Marginal

Deficient

Not Applicable

Please rate your satisfaction of the student's courses and grades for this semester:
(All A's = excellent; B = satisfactory; one C = marginal; more than one C = deficient)

Core courses must pass with a "B" or better

Excellent

Satisfactory

Marginal

Deficient

Not Applicable

Please rate your satisfaction of the student's cumulative gpa after this semester:

Excellent

Satisfactory

Marginal

Deficient

Not Applicable

Please rate your satisfaction of the student's professional activity for this semester:

Excellent

Satisfactory

Marginal

Deficient

Not Applicable

Work Habits:

Excellent

Satisfactory

Marginal

Deficient

Technical Skills:

Excellent

Satisfactory

Marginal

Deficient

Rate of Progress:

Excellent

Satisfactory

Marginal

Deficient

Communication Skills:

Excellent

Satisfactory

Marginal

Deficient

Teaching Performance:

Excellent

Satisfactory

Marginal

Deficient

Not Applicable

Overall Rating of Student:

Excellent

Satisfactory

Marginal

Deficient

Advisor's Expectations:

Signatures

Advisor and student arrange to discuss this assessment. Print and sign beneath each statement after meeting.

STUDENT: I have reviewed this self assessment with my advisor and understand my requirements and expectations for the next semester.

Student Signature

Date

ADVISOR: I have reviewed this self assessment with the graduate student completing this assessment and have explained my requirements and expectations for the next semester.

Advisor Signature

Date