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.

<table>
<thead>
<tr>
<th>Academic Milestones</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
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<td>Check when completed:</td>
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<td>Plan of Study</td>
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<td>Committee Established</td>
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<td>PhD Coursework Complete</td>
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<tr>
<td>PhD Qualifying Examination</td>
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<tr>
<td>PhD Research Proposal Examination</td>
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<tr>
<td>Graduate Student Seminar Presentation</td>
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<tr>
<td>PhD Dissertation Draft</td>
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<tr>
<td>PhD Dissertation Defense</td>
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<td>GTA</td>
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</tbody>
</table>

Peer Reviewed Journal Papers: (enter number)

<table>
<thead>
<tr>
<th>Published</th>
<th>Submitted</th>
<th>In Preparation</th>
<th>Conference Paper (1st Author) &amp; Presentation</th>
<th>Proposal Submissions</th>
<th>Workshops and/co-ops/internships</th>
<th>Communications with advisory committee</th>
</tr>
</thead>
<tbody>
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</table>

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.

<table>
<thead>
<tr>
<th>Questions for Student</th>
<th>Comments by Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your motivation for pursuing a PhD degree? What are your career goals?</td>
<td>Comment on how the degree program will help fulfill your student’s career goals. Should there be changes?</td>
</tr>
<tr>
<td>What do you want to be doing 3-5 years after completion, such as working in academia, industry or governmental service, or self-employed?</td>
<td>Comment on how the degree program will prepare your student for their 3-5 year goals.</td>
</tr>
<tr>
<td>What do you consider to be your major strengths and weaknesses in meeting the requirements of the degree you seek?</td>
<td>Comment on what you can contribute to maximize your student’s strengths and help overcome any real or perceived weaknesses.</td>
</tr>
<tr>
<td>What actions do you want to undertake now to be better prepared after the completion of the degree?</td>
<td>Comment on how the actions can be fulfilled and what resources are needed to accomplish them.</td>
</tr>
</tbody>
</table>
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.

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

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

<table>
<thead>
<tr>
<th>Questions for the Student</th>
<th>Comments by Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you consider to be your strengths specifically for your chosen career path?</td>
<td>Comment on how you perceive the student’s strengths related to the chosen career path. Do you see strengths that are not listed?</td>
</tr>
<tr>
<td>What do you consider to be your weaknesses or lack of understanding specifically for your chosen career path?</td>
<td>Comment on your student’s weaknesses or lack of understanding related to the chosen career path. Do you see any that are not listed?</td>
</tr>
<tr>
<td>How would you like to address your weakness in the next 6-12 months? (Detailed description including coursework, research, teaching, etc)</td>
<td>Comment on your student’s plan to address weakness.</td>
</tr>
</tbody>
</table>
These questions should be considered in a timely manner so that the educational experience can prepare the student for their future career.

<table>
<thead>
<tr>
<th>Questions for the Student</th>
<th>Comments by Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the upcoming 6 months, what professional growth opportunities and activities do you want to accomplish?</td>
<td>Comment on growth opportunities and activities of which your student may not be aware or that you suggest.</td>
</tr>
<tr>
<td>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.)</td>
<td>Comment on the appropriateness of the resources and the likelihood of them being available.</td>
</tr>
<tr>
<td>What expertise might your Advisory Committee help you with?</td>
<td>Comment on the Advisory Committee expertise.</td>
</tr>
<tr>
<td>Describe plans to enrich your teaching portfolio.</td>
<td>Comment on teaching opportunities you anticipate for your student.</td>
</tr>
<tr>
<td>What sorts of feedback have you received on teaching? What are your strengths and weaknesses and plans for developing your skills?</td>
<td>Comment on how well your student understands their teaching strengths and weaknesses and planned development activities.</td>
</tr>
</tbody>
</table>
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.**

<table>
<thead>
<tr>
<th>Questions for the Student</th>
<th>Comments by Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which funding agencies typically support your field of research and are you familiar with their funding requirements and proposal submission process?</td>
<td>Comment on how well your student understands the funding landscape and what needs to be done to better understand how to be competitive.</td>
</tr>
</tbody>
</table>

- [ ] Yes, plans to submit proposal
- [ ] Yes, plans to assist advisor
- [ ] No plans to submit proposal
- [ ] No plans to assist advisor

<table>
<thead>
<tr>
<th>Do you have plans to submit a proposal or assist your advisor in preparing a proposal?</th>
<th>Comment on opportunities for your student to submit proposals. Do you need his/her assistance and in what way?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes, plans to submit proposal</td>
<td></td>
</tr>
<tr>
<td>[ ] Yes, plans to assist advisor</td>
<td></td>
</tr>
<tr>
<td>[ ] No plans to submit proposal</td>
<td></td>
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<tr>
<td>[ ] No plans to assist advisor</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you familiar with the process of Post-Doctoral Fellowships?</th>
<th>Comments regarding Post-Doctoral Fellowships.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes, familiar with the process</td>
<td></td>
</tr>
<tr>
<td>[ ] No, not familiar with the process</td>
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</tbody>
</table>
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:
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