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**Individual Development Plan (IDP)**

PhD Program in Pharmaceutical Outcomes Research and Policy

The CHOICE Institute, University of Washington

**Purpose of the Individual Development Plan**

The purpose of an Individual Development Plan (IDP) is to prepare you for your future career after you graduate from the CHOICE PhD program. It is important that you think carefully about your individual career goals and the skills you need to be successful in that career. It is quite likely that your career success will require a much wider range of skills than the ability to design and perform research. Your mentor and other resources at UW and affiliated institutions will be helpful, but you must take primary responsibility for your career preparation.

**Outline of the IDP Process**

The development, implementation, and revision of IDPs require a series of steps to be conducted by graduate students and their mentors. These steps are an interactive effort, and so both the student and the mentor must participate fully in the process. Appendix A offers guidance and resources for developing your IDP. The UW Graduate [Mentoring Page](http://www.grad.washington.edu/mentoring/) is also a great resource.

|  |  |  |
| --- | --- | --- |
|  | **For Graduate Students** | **For Mentors** |
| Step 1 | Conduct self-assessment, a tool for you and your mentor(s) to identify your career goals and competencies to reach your goals |  |
| Step 2 | Write an IDP, including your PhD Progress Table and PhD Timeline. Share with mentor(s) and revise | Review IDP and help revise |
| Step 3 | Implement the IDP and revise as needed | Establish regular progress review |
| Step 4 | Identify and explore potential career paths with mentor(s). Assess how your knowledge and skills match the competencies required by your chosen career(s), and revise your IDP to prioritize developmental areas that you will need for your career(s). | Discuss opportunities with mentee |

Once you have drafted your IDP, meet with your mentor(s) to discuss the draft, and schedule regular meetings to review and assess your progress. Make use of as many mentors as you find helpful⎯you will find that most people are very willing to help to guide you in understanding your goals and defining what mentoring you need.

Your IDP should be considered a living document that will evolve over time as you move through your training. You will be expected to update it in consultation with your mentor annually, and before it is reviewed annually by the CHOICE Faculty.

**Individual Development Plan (IDP)**

Please complete your IDP (with your updated CV, Progress Table, and Timeline) and review with your mentor/chair. Obtain their signature and sign it yourself and submit electronically to Marina Gano, [mcgano@uw.edu](mailto:mcgano@uw.edu)

**Review Schedule:**

**Fall Faculty Meeting: 3rd years and above**

**Winter Faculty Meeting: 2nd years**

**Spring Faculty Meeting: 1st years (including MS fellows)**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Mentor/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis or Dissertation Topic:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Entered Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated month/year of graduation: \_\_\_\_\_\_\_

**Individual Development Plan (IDP)**

1. **Self-Assessment**

The self-assessment will help you to gauge your skills, strengths and areas that need further development. Some of the skills and strengths that are relevant to career decisions in research include: technical abilities (breadth and depth of expertise), writing skills, oral communication skills, organizational ability, leadership, self-motivation, decision-making, creativity, work ethic, problem solving abilities, knowledge (depth and breadth), perseverance, and ability/desire to take risks.

Take a realistic look at your current abilities. This is a critical part of career planning. Involve your mentors, faculty, colleagues, family and friends in the assessment process by asking them to identify your strengths and the areas you need to develop. There are no word limits in the IDP form. *Please review the Appendix Self-Assessment Guide to initiate the self-assessment process.*

* 1. **Describe/List Your Existing Strengths:**
  2. **Describe/List Areas for Further Development:**

1. **Academic Goals**

After completing the self-assessment, defining goals (academic and career) begins with articulating your interest(s), based on your strengths and the jobs that you might want in different employment sectors (e.g. academia, industry, non-profit, government, or other research/teaching-related areas). Think about where you want to be in your career.

When completing each section, please indicate how sure or unsure you are about your future goals and objectives. If you can’t decide on your preferred career path now, define what you need to know to make the choice, how you will obtain that information, and the time period over which you will work on determining your path. Execute that plan and then develop the actual IDP as your specific career goals become better defined.

* 1. **What are your academic goals for the upcoming year?** (short-term objectives; be specific):
  2. **Courses you intend to complete in the upcoming academic year (course name and number):**

**Core Courses:**

**Elective Courses:**

* 1. **What are your plans regarding the preliminary exams, dissertation proposal defense, and dissertation defense?**

1. **Preliminary Examinations:**
   1. [ ] Completed (give date)\_\_\_\_\_\_\_\_\_\_
   2. [ ] Aim to complete this coming academic year
   3. [ ] Aim to complete in future academic years
2. **Dissertation Proposal Defense (General Exam):** 
   1. [ ] Completed (give date)\_\_\_\_\_\_\_\_\_\_
   2. [ ] Aim to complete this coming academic year
   3. [ ] Aim to complete in future academic years
3. **Dissertation Defense (Final Exam):** 
   1. [ ] Aim to complete this coming academic year
   2. [ ] Aim to complete in future academic years
   3. **If you have established your dissertation committee, list the members here:**
   4. **Biomedical Research Integrity Program (BRI)**

Which 5 out of 5 lectures did you complete to satisfy the BRI requirement stated in the Graduate Student Handbook? You do not need to attend all 5 in one summer. Check the topics completed to date, and the quarter of completion.

|  |  |  |
| --- | --- | --- |
| **Check if completed** | **Topic** | **Quarter completed** |
| [ ] | Data Acquisition, Management, Sharing, and Ownership |  |
| [ ] | Research Misconduct |  |
| [ ] | Responsible Authorship and Publication |  |
| [ ] | Conflict of Interest |  |
| [ ] | Peer Review |  |

1. **Career Goals**
   1. **What are your broader career goals for the upcoming year?** (short-term objectives; be specific)

* 1. **What do you want to be doing within 2-5 years after you graduate?** (medium-term objectives)
  2. **What do you want to be doing in 10 years?** (long-term objectives)
  3. **What is your overall career goal?** (as of now – you can change your mind later)

**5. Acquiring Knowledge and Research Skills**

Once you have an idea of your strengths, the gaps in your knowledge or experience, and your career goals, think of ways to fill those gaps during your doctoral program. The remaining sections of the IDP pose questions about what skills you will need to be successful in your career and how you will develop those skills and gain essential experience. You should involve your mentor and committee members in helping you define what you need and in addressing those needs.

* 1. **Briefly describe your research projects in the past 12 months** (accomplishments, products, traineeships, research assistantships, or other jobs and detailed tasks, which can include classroom papers/projects, PHARM 600 independent studies, dissertation plans). Please include human subjects’ information for each project, as relevant. If you have no projects, please state so.
  2. **Briefly describe your research goals for the next 12 months** (products, traineeships, research assistantships, or other jobs and detailed tasks, which can include classroom papers/projects , PHARM 600 independent studies dissertation plans). Please include human subjects’ information for each project, as relevant. If you have no projects, please state so.
  3. **What specific skills or expertise (**methods, techniques, knowledge, specific courses, etc.) have you already acquired during the course of your project(s)?
  4. What specific skills or expertise (methods, techniques, knowledge, specific courses, etc.) do you need to learn to accomplish this project and/or your career goals?

1. **Development of Career Skills (Professional Development)**

Once you have an idea of your strengths, the gaps in your knowledge or experience, and your career goals, think of career skills (professional development) you wish to gain during your doctoral program.

* 1. **Communication skills:** List progress you have made in developing communication skills and specific areas to improve in the future (e.g., skills in grant writing, manuscript writing, poster and oral presentations, science writing for the public, networking)
  2. **Teaching experience (if a career goal):** List previous, current and future specific teaching assistantships and other teaching opportunities, including formal or informal training in didactics
  3. **Mentoring (if a career goal):** List previous, current and future mentoring opportunities, informal and formal.

1. **Leadership, time management, research management, etc.:** List accomplishments and future areas for improvement in these and other relevant areas.
2. **Setting Goals for Progress**
   1. **Oral and poster presentations:** List oral and poster presentations (e.g. works-in-progress, seminar presentations, local, regional, national, and international presentations, abstracts submitted) given/planned in the past 12 months and next 6 months. Include conferences you attended, noting titles and dates of presentations & posters on your CV. Describe how you will fund travel for future conferences.
   2. **Publications**: List all publications since entering the PhD Program, including those that you are preparing for submission to journals, and the status of your submitted papers (i.e., In Progress; Submitted; Accepted/In Press; Published since entering the PhD Program), both below and on your CV.
   3. **Funding needs and applications:** Describe future funding needs and list specific sources of previous and potential funding and type of award, with expected submission dates.
   4. **Progress toward career goals in other areas:** Please add additional information as relevant.
3. **Moving to the Next Step in Your Career**

With your career goals in mind, reserve time and effort to develop professional competencies for the job search process that may increase the chances of securing a job offer of your choice in a timely manner. Take time to identify areas you need to improve and the resources available within and outside of the University.

* 1. Key contacts to make to explore career options and investigate leads:
  2. Potential sources for letters of reference (cultivate these relationships early):
  3. **Development of CV/resume, research summary, etc.:**
  4. **Other steps to take** (e.g., tips from mentor(s) for moving to the next step; other professional development, informational interviews, networking/attending conferences):

1. **Student Evaluation of Program** 
   1. Describe your interactions with your mentor. Specify ways that your mentor helped you achieve your goals for the program. Note areas that might be improved in your relationship with your mentor.
   2. Identify areas in the program that you think need improvement. Please be specific.

**PhD Program Timeline**

Please work with your faculty advisor to complete this entire table (with dates). Note: these tasks are not necessarily in chronological order, check with your advisor to confirm the appropriate time to complete each step.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Date** | **Year in Program** | **Status: Planned, In Progress, or Completed** |
| Enroll |  |  |  |
| Completed all CHOICE Core Courses |  |  |  |
| Pass Preliminary Exam - Cost |  |  |  |
| Pass Preliminary Exam - Outcomes |  |  |  |
| Pass Preliminary Exam - Biostatistics |  |  |  |
| Pass Preliminary Exam – Epi & Pharmacoepi |  |  |  |
| Pass Preliminary Exam – Health Econ & Policy |  |  |  |
| Complete all Elective Courses |  |  |  |
| Complete 18 credits of Pharm 600 |  |  |  |
| Complete CHOICE Seminar each quarter enrolled |  |  |  |
| Form Doctoral Dissertation Committee |  |  |  |
| Write Short Dissertation Proposal |  |  |  |
| Short Proposal approved by CHOICE Faculty |  |  |  |
| IRB Approval for Dissertation Research |  |  |  |
| Write Long Proposal – Committee approves |  |  |  |
| Pass Written Dissertation Proposal  Defense |  |  |  |
| Pass Oral Dissertation Proposal Defense |  |  |  |
| Complete 27 credits of Pharm 800 |  |  |  |
| Dissertation Paper 1 |  |  |  |
| Develop, collect data, etc. |  |  |  |
| Write |  |  |  |
| Dissertation Paper 2 |  |  |  |
| Develop, collect data, etc. |  |  |  |
| Write |  |  |  |
| Dissertation Paper 3 |  |  |  |
| Develop, collect data, etc. |  |  |  |
| Write |  |  |  |
| Write Dissertation Introduction & Conclusion Chapters |  |  |  |
| Submit Manuscripts for Publication |  |  |  |
| Dissertation Defense |  |  |  |
| Submit Final Dissertation to Graduate School |  |  |  |
| Graduation |  |  |  |

**PhD Progress Table**

**COURSE REQUIREMENTS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CORE COURSES** | | | | |  | ***2 of these 3 biostats classes are CORE*** | | | | |
| **Qtr/Yr Completed. Or Waived** | **Course #** | **Course Title** | **Crs.** | **Grade** |  | **Qtr/Yr Completed. Or Waived** | **Course #** | **Course Title** | **Crs.** | **Grade** |
|  | EPI 512 | Epidemiologic Methods I | 4 |  |  |  | BIOST 536^ | Categorical Data Analysis | 4 |  |
|  | EPI 513 | Epidemiologic Methods II | 4 |  |  |  | BIOST 537^ | Survival Analysis | 4 |  |
|  | BIOST 511 or 517 | Biostatistics I | 4 |  |  |  | BIOST 540^ | Correlated data | 3 |  |
|  | BIOST 512 or 518 | Biostatistics II | 4 |  |  | **Other Course Requirements** | | | | |
|  | BIOST 513  (if taking 511 & 512) | Medical Biometry III | 4 |  |  | *All Quarters\*\** | PHARM 597 | Graduate Seminar |  | N/A |
|  | HSERV 523 | Adv. Research Methods | 4-5 |  |  |  |  |  |  |  |
|  | PHARM 568\*\*\* | Health Econ | 3 |  |  | 18 credits | PHARM 600 | Independent Study |  | N/A |
|  | PHARM 532 | Med. Prod. Dev/Policy (odd yrs) | 3 |  |  |  |  |  |  |  |
|  | PHARM 533 | Pharmacoepi (even yrs) | 3 |  |  | 27 credits | PHARM 800 | Dissertation Credits |  | N/A |
|  | PHARM 534 | Econ.Eval Hlth/Med | 3 |  |  | 18 credits |  | Electives | Varies |  |
|  | PHARM 535 | Assessing Outcomes Hlth/Med | 3 |  |  |  |  |  |  |  |

**^**Students must take 2 of the 3 second year Biostats courses – 536, 537, 540

**\***18 credits of electives must be completed. All suggested electives can be found in the Appendix of the Graduate Student Handbook

**\*\***Students must enroll in Seminar each quarter during their PhD program. A waiver may be requested from the Graduate Program Director if a time conflict occurs.

**\*\*\***Required pre-requisite: principles of microeconomics (pre-req course requires approval of Pharm 568 instructor)

**ADDITIONAL DEGREE REQUIREMENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Pass Preliminary Exams | Date: |  | IRB approval (for dissertation research) | Date:   /  / |
|  | Short Proposal Approved | Date:   /  / |  | Pass Oral Proposal Defense | Date:   /  / |
|  | Committee formalized with Grad School | Date:   /  / |  | Pass Oral Dissertation Defense | Date: \_\_/\_\_/ |
|  | Pass Written Proposal Defense | Date:   /  / |  | **TOTAL CREDITS:** **(Must be at least 122)** | |
|  | |  |
| ***Completed all Core Courses*** | |  |
| ***Completed 18 credits of elective courses*** | |  |
| ***Completed 18 credits of PHARM 600*** | |  |
| ***Completed 12 credits of CHOICE seminar*** | |  |
| ***Completed 27 credits of PHARM 800*** | |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature/Date Advisor Signature/Date

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**Annual Review of PhD Student Progress**

**Mentor Assessment**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Mentor/Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis or Dissertation Topic:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Entered Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated month/year of graduation: \_\_\_\_\_\_\_

**Mentor Comments:**

***….continued on next page***

**Mentor Instructions:** Please highlight one number per question, then sign below. The student will then send the completed IDP with mentor assessment and signature to the Graduate Program Director for their review and signature.

**Assessment of progress in satisfying PhD Program requirements, including required courses and preliminary and general examinations (for dissertation):**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Poor Progress | | | | Fair Progress | | | |  | Good Progress | | |  | Very Good Progress | | |  | Exceptional Progress | | | |

**Assessment of progress in research projects and/or thesis/dissertation:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| / |  | 1 |  | / |  | 2 |  | / |  | 3 |  | / |  | 4 |  | / |  | 5 |  | / |
| Poor Progress | | | | Fair Progress | | | |  | Good Progress | | |  | Very Good Progress | | |  | Exceptional Progress | | | |

**Assessment of progress in professional development:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| / |  | 1 |  | / |  | 2 |  | / |  | 3 |  | / |  | 4 |  | / |  | 5 |  | / |
| Poor Progress | | | | Fair Progress | | | |  | Good Progress | | |  | Very Good Progress | | |  | Exceptional Progress | | | |

**Overall assessment of progress:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| / |  | 1 |  | / |  | 2 |  | / |  | 3 |  | / |  | 4 |  | / |  | 5 |  | / |
| Poor Progress | | | | Fair Progress | | | |  | Good Progress | | |  | Very Good Progress | | |  | Exceptional Progress | | | |

**Mentor Signature/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graduate Program Director Signature/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX A**

**University of Washington – The Graduate School**

**Possible Themes and Topics for Goal Setting**

It can be challenging to think of what to set goals for in your life, here are some ideas to help jumpstart your thinking. The more specific the better.

Academic

* **What specific knowledge do you need to gain to accomplish your dissertation?**
  + Are there courses or trainings you need to take?
  + Are there independent studies you would like to do with mentors or advisors?
* **What specific skills (methods or techniques) do you need to acquire?**
  + Are there graduate school courses that would help you learn these skills?
  + Could working with other students or faculty members help you attain these skills?
  + Would you like to gain more experience in teaching?
    - Are there specific teaching opportunities that you know of? How can you obtain these?
    - Is there any formal or informal training that may help you feel more confident teaching?
* **What presentations do you anticipate giving?**
  + Do you plan on presenting at conferences?
  + Do you plan on presenting to your dissertation committee?
* **Do you plan on publishing any papers?**
  + Are there certain journals that you are targeting?
  + What are the anticipated titles/topics of the manuscripts?
  + What are the anticipated dates of submission?
  + Are these first author or collaborative publications?
  + If you anticipate on co-authoring, do you need to reach out or follow-up with potential collaborators?
* **Are you planning on submitting applications for funding?**
  + Who are the sources of the funding and what type of award do you seek? When are the deadlines?
  + What are next steps to get ready to submit?

Career

* **What is your overall career goal?**
  + Where do you see yourself working, and in what capacity, in 10 years? (long-term)
  + Where do you see yourself working, and in what capacity, in 5 years (medium-term)
  + What do you want to accomplish towards reaching your career goals in the next year (short-term)
* **Are there relationships with mentors, advisors, or faculty that you hope to cultivate?**
  + What steps can you take to make these connections?
  + Are there letters of reference that you hope to obtain before you are on the job market?
* **Are there any professional development workshops or trainings that you hope to take?**
  + What are the topics? (e.g., leadership, management, collaboration, mentoring)
* **Are you interested in setting up informational interviews, job shadowing, or interning?** 
  + If so when does this fit into your timeline?
  + What organizations would you ideally like to intern for?
  + Do you have any contacts at these places?
  + Are there upcoming networking opportunities where you can make contacts?

Personal Goals

* **Are there things that you could do to make your life feel more balanced?**
  + Would you like to set goals around fitness, eating more healthfully, contemplative time?
  + Do you want to spend more time with your partner, friends, or family? How can you make time in your schedule for this?
* **Are there any financial goals you hope to reach or debts/loans that you plan on paying off by a certain time?**
* **Is having a child/children part of your life plan? If so when could this fit into your timeline?**

This list was informed by templates developed by the UW Department of Medicine and Division of Pulmonary & Critical Care Medicine.