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Instructions for Completion of the Individualized Development Plan (IDP)

The Individualized Development Plan (IDP) is a tool designed to assist doctoral students in identifying and achieving professional development goals. Doctoral students are required to complete the IDP in the first semester, but are not required to submit the IDP or to share or discuss it with faculty advisors mentors. However, all students are strongly encouraged to discuss their IDP with academic or dissertation advisors or other faculty mentors.

The IDP requires considerable thought and students are encouraged to complete and think about small sections of the IDP. It is recognized that all sections of the IDP may not apply to new doctoral students. However, students are encouraged to consider as much of the IDP that is relevant, and should recognize that the remainder will become relevant over the next 1-2 years. The IDP should be considered a living document and students may benefit from returning to the IDP periodically throughout the doctoral degree.

In the course of completing the IDP, particular topics or skills may be identified as priorities. Some of these topics or skills may be the focus of resources offered at the Friedman School or other Tufts campuses. The Office of Student Affairs strives to alert students by email to upcoming events or the availability of resources. If you are unsure about the availability of resources for a specific area of professional development, please contact the Office of Student Affairs or the Academic Dean for Education.

All continuing doctoral students are required to complete the Annual Progress Report each year starting one year after completion of the IDP. The Annual Progress Report summarizes student progress in meeting academic and professional development goals over the past year. The completed document must be submitted to the Office of Student Affairs no later than September 1. Like the IDP, discussing or sharing the Annual Progress Report with faculty advisors or mentors is not required, but is strongly encouraged.

Graduate Student and Postdoctoral Scholar Individualized Development Plan (IDP)

This document is intended to help you consider your career aspirations and the types of skills and attributes that may affect your career aspirations and your ability to attain your goals. This document should be a living document and one that you update as you advance in your training. The document may be shared with mentors or may be used to help you think about ways to engage mentors and improve skills that are appropriate to the career path(s) you are considering.

If you are a Mac user, use this form with Adobe Reader; it will not work properly in Preview.

Career Path	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I am familiar with my possible career paths						
I would like more information on career paths						
I am interested in an academic career path						
I am interested in an industry career path						
I am interested in a government career path						
I am interested in a private sector career path						
I am interested in a non-profit sector position						
I am interested in a teaching career path						
I am interested in an administrative/ management career path						
I am interested in an international position						
I am willing to relocate to pursue my chosen career path						
I am interested in another professional degree						

Describe how the graduate program or school can help you decide among career paths.

Professional Skills	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I would like more classroom teaching experience						
I would like more experience mentoring junior colleagues						
I have identified mentors to help me develop professionally						
I am using my identified mentors effectively						
<i>Compared to others at my training level:</i>						
My oral presentation skills are strong						
My manuscript writing skills are strong						
My grant writing skills are strong						
My networking skills are strong						

Describe the professional skills that you would like to improve.

Time Management	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I meet most deadlines						
I establish priorities in my schedule						
I am an efficient worker						
I have strong organizing skills						
I am flexible about my plans						
I am an effective multitasker						
I pace myself appropriately						
I cope effectively with my schedule						

Which time management skills are most critical for your success?

Management and Leadership Skills	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I have been mentored in project management skills						
I have experience in developing / managing budgets						
I delegate responsibilities well						
I have experience supervising / managing people						
I know how to identify the resources necessary for my project						
I know how to access the resources needed for my project						
I manage stress effectively						
I can forge effective professional relationships						
I am comfortable with conflict resolution						
I effectively work in diverse environments						
I effectively participate in meetings						
I effectively lead discussions						
I effectively lead teams						
My project management skills are good						

Describe some management and leadership skills that you need to learn to be successful in your chosen career path.

Personal and Interpersonal Skills	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
I am reliable and follow through on commitments						
I prefer to work alone on my project						
I prefer to work as part of a team						
Most people think that I am collegial and helpful towards others						
I follow conventions in written correspondence						
I am able to engage in professional conversations						
I am proficient in spoken English						
I am proficient in written English						
I am proficient in one or more foreign languages						
I am able to give constructive feedback						
I am open to receiving constructive feedback						
I conduct myself in a manner appropriate to the setting						
I present myself in the best possible light						
I use social media effectively and professionally						
Aspects of my personal life affect my ability to progress professionally						
Aspects of my personal life-style affect my ability to progress professionally						
I am aware of the resources the University offers to people dealing with life issues						
I know how to seek professional help with personal life issues that are affecting my work						

How can the graduate program or school help you improve your personal and interpersonal skills?

General Research Skills	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	N/A
<i>Current</i>						
I am creative in developing new research directions						
I am able to design well-controlled studies						
I am able to critically evaluate the data / evidence I have gathered						
I am skilled at problem solving / troubleshooting my project						
I keep a meticulous lab notebook/work journal						
I have strong data management skills						
I routinely back up my electronic data						
I know how to employ the correct statistical tests or evaluation techniques						
I am proficient at using the standard IT and computer programs needed in my field						
I can communicate my research broadly						
I routinely review and evaluate the literature						
I am proficient in the research techniques needed for my current project						
There are additional research techniques that I need to learn for my current project						
I hold to the ethical standards in my field						
<i>Need to acquire:</i>						
There are specific research techniques that I need to learn before moving to my next position						
I expect to gain proficiency in grantsmanship						
I expect to gain proficiency in teaching						
I expect to gain proficiency in developing course curriculum						
I expect to gain proficiency in academic publishing (articles, commentaries, book reviews, etc.)						
I expect to gain proficiency in conference presentation and planning						
I expect to gain proficiency in developing research projects in my subject area						
I expect to interact with professionals in my field in academia, industry, non-profit and for-profit sectors during my time in the program						
I expect placement assistance in short term work experiences and job placement advising						

List some specific skills that you need to acquire or improve in order to be successful in your current position or future career path: