**QB3-Berkeley Individual Development Plan (IDP)**

**ASSESSMENT & REFLECTION QUESTIONS FOR STUDENTS WHO HAVE NOT YET PASSED QUALIFYING EXAMS** date of your responses \_\_\_\_\_\_\_\_\_

**GOALS IN GRADUATE SCHOOL**

1. What do you hope to gain from your time in graduate school?
2. What are some of your achievements in the last year? (Consider areas such as scientific knowledge acquisition, research techniques, fellowships/awards, writing/presenting, service to the department, university or community, etc.).
3. Which skills did you develop or strengthen in the last year? (consider broadly defined areas such as those in the [Graduate Student Professional Development Guide](https://grad.berkeley.edu/professional-development/guide/): writing & communication, leadership & management, teaching & mentoring, research & data analysis, professionalism, career exploration & preparation)
4. Has anything had a particularly positive or negative effect on your progress/development?
5. Many students find it useful to participate in additional training, teaching, conferences, outreach, and other activities. Do you need any help finding opportunities?

**MENTORING, COMMUNITY and WELL-BEING**

1. What is important to you in a mentoring relationship?
2. What features of the lab group and your relationships with colleagues are most helpful and supportive to your wellbeing?
3. Is there anything you would like to discuss with your advisor related to the training or lab environment?
4. Your success as a student is linked to your health and wellness. What are you doing to maintain wellness? How do you deal with stress?
5. Is there anything else you would like to discuss with your advisor/mentors at this time?

**CAREER PLANNING**

1. What kinds of activities have you considered engaging in after you complete PhD training? Do you have interests in any specific types of careers or have you identified longer-term career goals?
2. What factors inform your professional aims (e.g. skills, interests, values, colleagues, current activities)? (Not sure? Try these self-assessment resources from the Career Center <https://career.berkeley.edu/Plan/ClarityKnow>)
3. What one or two short-term objectives may be important to help further your efforts to explore career options or pursue a specific career choice?
4. What guidance can your advisor or other faculty/staff provide regarding career development and graduate training to best support you? Could you use assistance finding or accessing professional or personal development resources?

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**ANNUAL ACTION PLAN FOR STUDENTS WHO HAVE NOT YET PASSED QUALIFYING EXAMS (for discussion with your advisor/mentor)** date of your responses \_\_\_\_\_\_\_\_

1. List any activities in which you and your mentor agree you should participate to achieve your academic program objectives in the coming year. When appropriate, indicate dates/time frames for achieving these objectives. For example:
   1. Have you considered applying for a fellowship?
      1. Do you need help identifying potential places to apply?
      2. Who might be good people to write letters of recommendation?
   2. Are there any courses you might take to help achieve your academic goals?
   3. Where do you expect (or would like) to be in a year in your thesis project?
2. What skills or competencies do you plan to develop or strengthen in the next year? What resources or activities will you engage with to accomplish this?
3. Is there something specific your mentor can do to help you in both your thesis and career goals?
4. How often do you and your advisor plan to meet? What is the best way to set meetings and communicate regularly? When are you and your mentor going to follow up on your IDP and progress?
5. Are there any specific issues related to your graduate school goals, wellness or career plans that you would like to discuss, or that your mentor can help with?

**Resources  
Graduate Division**

* Graduate Student Professional Development Guide - <https://grad.berkeley.edu/professional-development/guide/>
* Writing Center -<https://grad.berkeley.edu/professional-development/graduate-writing-center/>
* Graduate Student Instructor Teaching & Resource Center <https://gsi.berkeley.edu/>

**QB3-Berkeley Graduate and Postdoc Career Development**

* Assessment of Competencies/Skills and SMART goal setting - <https://qb3.berkeley.edu/wp-content/uploads/2019/09/Competencies-and-Skills-for-QB3-Berkeley-PhDs.pdf>
* Berkeley Initiatives - <https://qb3.berkeley.edu/berkeley-initiatives/>
* Career Fields - <https://qb3.berkeley.edu/career-development-resources/>
* More on IDPs - <https://qb3.berkeley.edu/individual-development-plan/>

**Counseling and Psychological Services (CAPS)**

* Resources for graduate students - <https://uhs.berkeley.edu/sites/default/files/cps_gradstudents.pdf>

**Career Center**

* Self-assessment resources - <https://career.berkeley.edu/Plan/ClarityKnow>

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**If you need verification that you accessed, reviewed or completed this IDP**

**please print and sign this page:**

**NAME:**

**Program/Department:**

**Today’s Date:**