

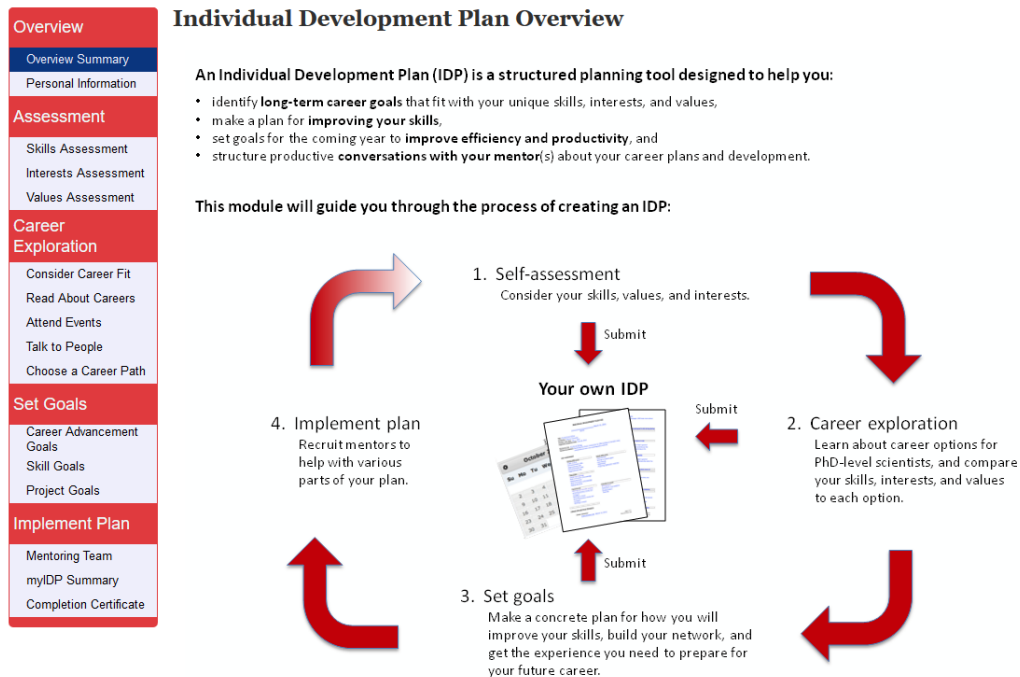
ANNUAL RESEARCH PROGRESS REPORT AND INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR MS THESIS AND PH.D. STUDENTS

Annually updated individual development plans are an important part of our graduate program.

- A. Please update a resume or curriculum vitae as appropriate to your career goals. Please discuss with your advisor if you are uncertain on the length and level of detail you need for yours. See the resources section of the ICON course for some helpful links.
- <https://iowagradsuccess.wordpress.com/careers/career-materials/>
- B. Please develop an additional itemized report with the following. While writing, you might want to consider the following audiences (a) yourself; (b) people who may be writing letters of recommendation for you; (c) your thesis committee; (d) your academic advisor; and (e) faculty in the CBE department.

To give you lots of good inspiration and resources for your plan, we recommend that students use the Individual Development Plan tool at the American Association for the Advancement of Science (AAAS). <http://myidp.sciencecareers.org/> Using the AAAS myIDP plan is optional but highly recommended. Perhaps not every year, but especially in year 1 or 2, and then again in year 3 or 4.

Here is a graphic that gives you an idea of what is in the AAAS myIDP tool:



Part I. Header

Name: John Q. Student
Hawkid or Student ID Number: jstudent
Advisor(s): Mary J. Advisor
Individual Development Plan
Degree Objective: FILL IN as appropriate
Department: Chemical and Biochemical Engineering

Part II. Research Report

1. Research project title
2. Overall goals of research project
3. Work completed to date on research project (with detail on recent progress and summary of progress from previous reporting periods)
4. Specific research objectives for next 12 months
5. Specific publication and writing goals for the next 12 months
6. What conferences and presentations do you plan on attending for the next 12 months
7. Description of any obstacles or barriers to research success that may prevent you from achieving the listed goals, and (if applicable) steps you will take to overcome these barriers.

Recommend length:

- Research Report
 - 400-600 words for 1st year Ph.D students;
 - 800-1400 words for 2nd and 3rd year Ph.D. students and for all MS Thesis Students;
 - 1400-2000 words for 4th and 5th year Ph.D. Students
 - Longer research reports are permitted with advisor approval

Part III. Individual Development Plan

1. Anticipated graduation date, and dates of key milestones toward degree (e.g. completion of core courses, completion of qualifying requirement, completion of non-thesis MS en route to Ph.D., comprehensive exam).
2. Interaction with CBE Department mentoring program
3. Career or post-graduation plans
4. Courses completed or in progress since the last progress report
5. Other activities completed or in progress since the last progress report (internships, extracurricular activities, training or developmental seminars) – *if they are already in your CV, no need to repeat them. Just say "see CV"*
6. Planned courses for the upcoming semester(s)
7. In classroom results you are trying for:
 - A. specific grade targets, other academic achievements if appropriate (e.g. if GPA is below a target, what grades are necessary to reach the target)
8. Out-of-classroom results you are trying for:
 - A. Describe specific goals for professional development and personal growth. Areas commonly considered include
 1. specific technical skills
 2. attendance and presentation at technical meetings
 3. participation and leadership of student and professional organizations
 4. improved presentation of resume

- 5. public speaking skills, study skills, time management skills
- 6. physical wellness
- 7. career networking

- B. Note, the office of Graduate Student Success in the Graduate College has many opportunities for this type of professional development. Link as of January 2017 was <https://www.grad.uiowa.edu/professional-development?portal=current-students>
- 9. Description of any obstacles or barriers to success that may prevent you from achieving the listed goals, and (if applicable) steps you will take to overcome these barriers.
- 10. Description of the support network (study groups, tutors, family resources) that are being used to be successful toward the degree.
- 11. *For students not meeting expectations*, a specific timetable of milestones and performance goals. Typical examples include drafts of course projects and research products completed well in advance of deadlines, review of written materials by peers by specific dates, and completion of practice exams by specific dates. etc.

Recommend length:

- Individual Development Plan
 - 500-1200 words