



Individual Development Plan (IDP) for Graduate Doctoral Students

An Individual Development Plan (IDP) may be viewed as a customizable roadmap to assist with developing a clear pathway toward completing a doctoral program and a successful career. It includes formulating and establishing clear academic and professional goals, as well as action plans for achieving those goals. The IDP is intended to help the doctoral student or postdoc assess and develop their own strengths, create goals, explore career paths, and pursue opportunities that allow them to build skills needed for desired career outcomes, whether inside or outside of the academy. Each doctoral student or postdoc must make an IDP using a template that matches the requirements of their unit. **The student will initiate and update their own IDP on an annual basis.** ([Graduate IDP Policy](#))

Goals of the IDP:

An Individual Development Plan is just one of the many ways that the University of Mississippi assesses the progress on their Doctoral students. The goals of the IDP are the following:

- Assist both students and dissertation chairs in annual progress monitoring
- Allow students to engage in metacognitive strategies (i.e., self-assessing, self-correcting, etc.)
- Help students outline their personal and professional goals
- Ensures that Doctoral students complete their course work within the desired time frame set forth by the Graduate School at the University of Mississippi ([Graduate Time-Limit Policy](#))

Benefits of the IDP:

The IDP allows Doctoral students to actively track their progress through their program. This allows for both short-term and long-term goals to be set. The processes used in the Individual Development Plan will aid and prepare students for their careers. This instrument allows advisors/dissertation chairs to follow and monitor student progress and enables them to make evidence-based decisions pertaining to students' academic affairs.



Overview of the IDP Process:

Phase	Task	Deadline
Part I – Student	<ul style="list-style-type: none">• Students will identify their professional goals and aspirations at the beginning of each academic year.• Email or meet with your advisor/dissertation chair to discuss your plan.• Act on your plan and check in with your advisor/dissertation chair to track your progress as needed.	Submit your plan by Oct. 1 to the Graduate Studies Website Upload link
Part II - Student	<ul style="list-style-type: none">• Students will self-evaluate progress on goals and mentoring needs.• Make an appointment to meet with your advisor/chair to discuss your plan, success of meeting your goals and your end of the year evaluation.	
Part III - Faculty	<ul style="list-style-type: none">• Once the student schedules the appointment, faculty will complete evaluation of progress towards professional goals and dispositions.• All collaborators will sign the document.• Student will submit completed Annual IDP on the link for the Graduate Studies Website Upload link by April 30.	Submit your signed plan by April 30 to the Graduate Studies Website Upload link

Note: This is an individualized student evaluation. It is the **responsibility of the student** to complete this form in its entirety and obtain the required signatures. Remember, the purpose of this form is to help the student identify successes and areas of improvement.



IDP
Individual Development Plan

Academic School Year:

Student Name:

Student ID#:

Degree:

Emphasis:

Program Start Date:

Date of Comprehensive Exam (if applicable):

Begin Dissertation (if applicable):

Number of Dissertation Hours Completed (if applicable):

Intended Graduation Date:

Part I: Beginning of the Academic Year

Academic and Professional Goals:

*****Students must complete this at the beginning of the academic year.***

What are your academic and/or professional goals for the academic year? If you are in dissertation phase, please include one goal for dissertation.



What are you doing to enhance your learning progress and/or engagement in your program?

How do you expect the work/life balance to change compared to the previous academic year? How will you manage these changes?

Academic Meeting Approval

***This meeting can take place virtually or in-person as a single or group**

I have examined the Individual Development Plan (IDP) in its entirety. Based on the annual goals outlined in this plan, I believe that the Doctoral student is making adequate progress on their program and/or dissertation. I have spoken with the student regarding their program and/or dissertation, and I knowingly approve the continuation of their pursuit in a Doctoral program within the School of Education.

Student Signature:

Date:

Advisor/Dissertation Chair Signature:

Date:



****Note:** This form must be completed by students and signed by advisor/dissertation chair above. Please submit Part I by *October 1* using this [link](#) which is also available on the Graduate Studies Office website under forms.

Part II: End of the Academic Year

Student Self-Evaluation:

****Students should complete this at the end of the academic year before the final evaluation meeting with their advisor/dissertation chair.**

List all major accomplishments that you have achieved this year (i.e., publications, conferences, teaching, defending research, professional development, professional associations, etc.)

What challenges (if any) did you face this academic year? How did you overcome those challenges?



Mentoring/Opportunities:

*****Students should complete this at the end of the academic year before the final evaluation meeting with their advisor/dissertation chair.***

	<i>How often are you communicating (email, phone, meeting)?</i>	<i>Do you prefer to meet more often? If so, have you communicated this?</i>
<i>Dissertation Chair</i>		
<i>Advisor (if different)</i>		
<i>Additional Mentors/ Peer Collaborators</i>		

Outside of the faculty identified in this IDP, are you collaborating with other faculty/staff/students or participating in other opportunities or professional developments?

Part III: End of the Academic Year Faculty Evaluation

Faculty Evaluation:

*****Faculty will complete this evaluation with the student in the End of Year Meeting. This meeting can take place virtually or in-person as a single or group.***

Professional Criteria	Exceeds Expectations	Meets Expectations	Less than expected	No response
Organization				
Professionalism				
Managing Expectations				



Leadership and Collaboration				
Effective Communicator				
Ethical (<i>varies by program</i>)				

Narrative Feedback Comments (optional):

End of Year Evaluation

I have examined the Individual Development Plan (IDP) in its entirety. Based on the annual goals outlined in this plan, I believe that the Doctoral student is making adequate progress on their program and/or dissertation. I have spoken with the student regarding their program and/or dissertation, and I knowingly approve the continuation of their pursuit in a Doctoral program within the School of Education.

Note: For Doctoral students who have completed and passed comprehensive exams, these candidates must be making progress on their dissertation in a 797 course.

End of the Year Evaluation:

Student Signature:

Advisor/ Dissertation Chair Signature:

Note: This form must be completed annually by students and signed each year by advisor/dissertation chair above. Please submit entire plan by **April 30** using this [link](#) which is also available on the Graduate Studies Office website under forms.