

# INDIVIDUAL DEVELOPMENT PLAN (IDP)

## WHAT IS AN IDP?

An IDP offers the opportunity to consider your personal training objectives, your progress towards those objectives, and to establish and refine goals for the future. The pages that follow include a blank IDP to be completed. It includes questions covering topics of importance for your level of training (G1, G2, or G3 and beyond), a Skills Self-Assessment, and a section to help you develop an action plan for the coming year.

## WHY IS IT IMPORTANT?

The IDP is a tool designed to help you develop an efficient training plan tailored to support your specific career ambitions. The process of completing the IDP will help you to define your goals in concrete and specific terms for both the more immediate short-range time period, as well as the long term. In addition, the IDP will aid in prompting you to identify areas where you may need guidance and the resources that can help provide such support.

Another Benefit of the IDP is that it can serve as a useful foundation for discussing your training and career objectives with your mentor at a yearly planning meeting. Most importantly, we want you to derive the most benefit from the IDP, and encourage you to approach the process in a forthright, open, and thorough manner. You will be able to control the level of sharing of specific sections of your IDP responses with specific individuals, and you are free to share as much or as little of the plan as you feel comfortable. Note that the IDP process is most effective if used to guide candid discussions with a mentor/ advisor.

## PROGRAM REQUIREMENTS

Completion of the IDP, privately or with a mentor, along with a corresponding yearly training/ career-planning meeting with your mentor is a requirement of the Biophysics Program. As the beginning of a new academic year is an opportune time for self-reflection and planning, we ask that you complete the IDP in September, and have the yearly planning meeting before the end of October each year.

For G1 students, the initial meeting with the Program Co-Chairs that takes place prior to the start of the Fall semester will serve as an introduction to this process, and the subsequent meeting prior to the start of the Spring semester will serve as a follow-up consultation and actual IDP meeting.

For G2 students and beyond, documentation (IDP Reporting Page) indicating that the IDP has been completed and the planning meeting held, must be submitted to the Biophysics office by November 1<sup>st</sup>. IDPs must be completed at least yearly, and DAC meetings include a question as to whether or not the IDP meeting has been carried out within the prior 12 months.

## INSTRUCTIONS

- \* Complete the appropriate IDP questions pertaining to your G-year level in September.
- \* Schedule a meeting with your program advisor or mentor. The meeting should be held before November 1<sup>st</sup>. For G1 students, scheduling of meetings is arranged through the Biophysics office, as part of the pre-semester meetings with the Program Co-Chairs.
- \* Share the desired portion of your IDP with your program advisor or mentor.
- \* Meet with your program advisor or mentor and discuss your goals/ plans.
- \* Refine your action plan based on the discussion.
- \* For G2 students and above, submit the IDP Reporting Page (or have it submitted) to Biophysics confirming IDP completion and the advisory meeting held for the year.