

**Department of Population Health Sciences** **Program Summary &
Individual Development Plan**

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| Name: | Click or tap here to enter text. |
| UNID: | Click or tap here to enter text. | Year in Program: | Click or tap here to enter text. |
| Emphasis: | [ ]  Biostatistics | [ ]  HSR | [ ]  CTE |
| Faculty Mentor | Click or tap here to enter text. | Faculty Co-mentor (if applicable): | Click or tap here to enter text. |

In accordance with NIH’s best practices for training, all Population Health Science (PHS) PhD students are required to set academic and professional goals for their doctoral training on an annual basis. The PHS Department’s Individual Development Plan (IDP) for PhD students is part of the student’s professional responsibility to chart their goals and success in the PhD program and assist with ensuring timely progress.

All students in year 2 and above must submit this at the start of the Fall semester. All first-year students must submit this form by the start of their first Spring semester.

Procedure (Please contact the Academic Program Manager for any questions regarding this process):

1. Prior to the due date, each student should:
	1. Download and complete a first draft of the PhD Program Progress & IDP Summary form (below).
	2. Make an appointment with your faculty mentor (also known as your Supervisory Committee Chair or dissertation chair) to discuss your progress in the Program, your professional goals, and your training plans.
	3. Prove a PhD Program Progress & IDP Summary form, along with a current CV to your faculty mentor in advance of the meeting.
	4. Revise the form as needed after the meeting.
	5. Get written feedback and signature from the mentor (electronic feedback and signatures are acceptable).
	6. Sign the final version.
2. Submit an electronic copy to the Academic Program Manager no later than the relevant due date above.

NOTES:

* The PhD Program Progress & IDP Summary is a tool so that both you and your faculty mentor can easily see your progress in the PHS Program and make sure you are completing milestones in a timely manner. This provides an opportunity to discuss upcoming milestones and how to address any delays where relevant. In addition, there is a section that includes CV building activities that are not requirements of the program but may be worth incorporating into your training.
* Please note that written feedback from your faculty mentor is required.

**Instructions**

**Students:** Please complete the following tables.

**Faculty Mentors:** Please review the following tables, and discuss with the student ways to address any discrepancies between the student’s standing in the program and program expectations. Ticked boxes in red warrant further discussion. For *all* students, please include brief written feedback regarding their progress to date and the objectives for the coming year.

**Program Milestones – Based on a 4-year plan.**

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| **Milestone** | **Program Expectation** | **Completion Timing** | **Current Status** |
| **Supervisory Committee** | End of the Spring semester year 2. | Enter semester & year | [ ]  Anticipated[ ]  Complete |
| **Qualifying Exam** | Early Spring semester year 3. | Enter semester & year | [ ]  Anticipated [ ]  Taken not passed[ ]  Pass |
| **Dissertation Proposal**  | End of the Spring semester year 3. | Enter semester & year | [ ]  Anticipated [ ]  Revision requested[ ]  Pass |
| **Manuscript #1 Submitted** | Due before dissertation defense can be scheduled. | Enter semester & year | [ ]  Anticipated [ ]  Revision requested[ ]  Submitted  |
| **Manuscript #2 Submitted** | Due before dissertation defense can be scheduled. | Enter semester & year | [ ]  Anticipated [ ]  Revision requested[ ]  Submitted |
| **Manuscript #3 Approved by Committee** | Due before dissertation defense can be scheduled. | Enter semester & year | [ ]  Anticipated [ ]  Revision requested[ ]  Submitted |
| **Dissertation Defense** | Spring Year 4. | Enter semester & year | [ ]  Anticipated [ ]  Revision requested[ ]  Approved |

**Program Requirements, Recommendations, & Checks**

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| **Course work** | **By end of Spring Year 2** |
| * Credits Requirement
 | [ ]  Additional course required[ ]  Courses completed |
| * Grade Requirements
 | [ ]  GPA ≥ 3.0 [ ]  GPA < 3.0[ ]  Current unresolved grade of incomplete |

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| **Other Requirements & CV Building Activities** | **Current Status** |
| * Begun discussions about potential dissertation topics
 | [ ]  Yes[ ]  No[ ]  Already in dissertation phase |
| * Meetings with full dissertation committee
 | Frequency of meetings in the past year:  |
| * Attendance in past year
 | [ ]  Departmental seminars[ ]  Program sponsored training & special events[ ]  Student or faculty led interest groups[ ]  None of the above |
| * First author publications (all\* training-related from dissertation, RA, or other training experiences)
 | In progress: NoneSubmitted: NoneIn press/published: None |
| * Co-author publications (all\* training-related from RA or other training experiences)
 | In progress: NoneSubmitted: NoneIn press/published: None |
| * First author presentations at scientific conferences (all\* training-related from dissertation, RA, or other training experiences)
 | Poster: NoneOral: NoneAbstract submitted: None |
| * Co-author presentations at scientific conferences (all\* training-related from RA or other training experiences)
 | Poster: NoneOral: NoneAbstract submitted: None |

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| **Professional Goals (Long-Term)** |
| What are my career goals?  |  |
| How have these goals changed over the past year? |  |
| How does my participation in the Population Health Sciences PhD program help me to achieve my goals? |  |

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| **Talents, Strengths, and Weaknesses** |
| What are my most important talents and strengths that will help me to achieve my goals?  | **Strengths:**  |
| What are potential weaknesses in skills or abilities that may be a barrier to achieving my goals? What are opportunities to overcome these? | **Weaknesses:****Opportunities for Improvement** |

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| **Specific Actions**  |
| What specific actions will help me to achieve my goals? | This year I will focus on the following to help me achieve my goals: |

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| **Opportunities (Short-Term)** |
| Key Plans and Short-Term Goals for the next year. This should include some or all specific actions to achieve goals listed above. | **Goals for coming year:** |

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| **Comments from Faculty Advisor – *Required*** |
| Specific feedback from advisor regarding: progress, barriers, concerns, and plans. |  |
| I discussed this with my advisee through: | [ ]  Email[ ]  In-person[ ]  Did not discuss |

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| **Director of Graduate Studies Feedback** |
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| **Future Funding and Progress Goals** |
| Plans for new academic year funding: |  |
| Target Month/Year for Dissertation Proposal OR Dissertation Defense if you already proposed (answer if year 3 or beyond) | Defense:  |

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|  | **Signatures** | **Date** |
| Student  |  |  |
| FacultyAdvisor |  |  |