Student Name Mentor Name Date

Individual Development Plan for Clinical Translational Sciences Master ‘s



As a Master’s degree student you should “own” your education. The Clinical Translational Sciences (CTS) program will help you develop skill and passion for clinically meaningful research. Your mentor will guide your development as a scientist. Seeking guidance from your mentor is key when completing this form, as s/he supports you in your training. If you have not yet selected a research mentor, please complete this form independently.

You are responsible for initiating and continuing open discussions with your mentor to enhance your experience and abilities in scientific discovery. This form will help you to honestly assess your development sharing your responses with your mentor to assist with detailed discussion about your achievements, goals, and action plan.

1. **Take time to respond to these questions** but also let them move you to think of the broader picture of your experience. Remember this document should assist you in setting and achieving your research and training goals. Ideally, you should prepare this IDP, then return to it a few days later to reflect on your answers before meeting with your mentor.
2. **Set up a meeting with your mentor.** Before the meeting, share the completed IDP with him/her. Fundamental to your experience is having open communication with your mentor, as he/she will help to guide you throughout the program and as you begin your professional life.
3. **It is your meeting;** you should focus the discussion on your area of interest, questions and objectives related to your training. Use this time to move toward action items.
4. **Make an Action Plan,** and revisit it in your meetings throughout the year. This will help you ensure your research is on track, and allow you to move forward through the process to complete your thesis.
5. **Submit the completed IDP form to CTS** by sending a copy of the form signed by both you and your mentor to [CTSsupport@email.arizona.edu](mailto:CTSsupport@email.arizona.edu).

Student Name Mentor Name Date

Individual Development Plan for Clinical Translational Sciences Training

**Training / Mentoring**

1. What graduate program requirements do you need to complete, and what is your timeline to fulfill them?
2. What are your primary goals in your academic training?
3. What actions can be taken to make sure these needs are met?
4. What is important to you in a mentoring relationship?
5. Are there any factors that you are concerned may negatively affect your progress? What help can your mentor or other faculty/staff provide?

Individual Development Plan for Clinical Translational Sciences Academic Skills

Student Name Mentor Name Date

**Evaluate Your Skill Set**

One of the most important parts of your training development of a skill set transferrable beyond graduation. Evaluate your strengths and weaknesses relative to where you think a student at your stage should be, and check the boxes for skills that you would like to target in the coming year. Ask you mentor if he/she agrees or disagrees with this assessment. An honest self-assessment and discussion will help you set training goals.

**Mark your perceived ability level****Target skill**

**RESEARCH SKILLS & SCIENTIFIC THINKING 1 weak 3 strong for this year**

Broad-based knowledge of science 1 2 3 □

Critical reading of scientific literature 1 2 3 □

Experimental design 1 2 3 □

Statistical analysis 1 2 3 □

Interpretation of data 1 2 3 □

Creativity and innovative thinking 1 2 3 □

Understanding of submission / peer review process 1 2 3 □

Identifying problems and seeking advice 1 2 3 □

Time management 1 2 3 □

**COMMUNICATIONS**

Writing a research proposal or publication 1 2 3 □

Writing with appropriate grammar and structure 1 2 3 □

Speaking to a scientific audience 1 2 3 □

Communicating one-on-one 1 2 3 □

English fluency 1 2 3 □

Working with constructive criticism 1 2 3 □

Individual Development Plan for Clinical Translational Sciences Action Plan

Student Name Mentor Name Date

**Develop Your Action Plan**

**Your Action Plan should be developed jointly with your mentor during or after the discussion.** Keep it accessible for your annual IDP meetings with potential monthly revisions, as determined by the two of you.

❶ **Communication**

What is the best way for you and your mentor to set meetings and communicate regularly?

❷ **Target Skills**

What skills (list 1-2 skills) did you identify as important development targets for the coming year?

❸ **Activities**

List any activities in which you and your mentor agree you should participate to achieve your academic objectives in the coming year.

❹ **Additional Actions**

In order to aid your success, are there additional actions that can be initiated or continued by you? By your mentor?

❺ **Following up**

How often do you and your mentor plan to meet?

❻ **Other**