



## Building Your Individual Development Plan (IDP): A Guide for Undergraduate Students

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### Supplemental Tables & Information

**Table #1: Individual Development Plan – Sample Goals worksheet**

| Goal                                                                                                                      | Timeline    | Specific skills needed                                                                                                                                         | Strategies                                                                   |
|---------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Long-term</b>                                                                                                          |             |                                                                                                                                                                |                                                                              |
| I want to be a leader in cancer research by becoming head of my own cancer laboratory in a major academic medical center. | 2028        | Organizational, leadership, time management, networking, and so on. More professional skills to be defined later.<br>Excellent graduate and postdoctoral work. | Workshops<br>Readings                                                        |
| I want to reduce health disparities in the U.S. by serving as a role model, starting in my community.                     | 2026        | Understanding of the needs and issues surrounding health disparities.                                                                                          | Professional meetings<br>Readings                                            |
| <b>Intermediate-term</b>                                                                                                  |             |                                                                                                                                                                |                                                                              |
| I want to successfully complete a top-notch doctoral program, focusing on translational research in cancer biology.       | 2019        | Creativity, research skills, scientific writing skills, presentation skills, and so on. More professional skills to be defined later.                          |                                                                              |
| I want to become involved in the local community of my graduate school.                                                   | 2015        |                                                                                                                                                                |                                                                              |
| <b>Short-term</b>                                                                                                         |             |                                                                                                                                                                |                                                                              |
| I want to take and do very well on the GRE/MCAT.                                                                          | June 2014   | Test-taking strategies                                                                                                                                         | Take a prep course                                                           |
| I want to matriculate in a top-notch doctoral program in cancer biology.                                                  | August 2015 | Excellent undergraduate credentials, specific coursework.<br>An excellent application file.<br>Summer research internship                                      | Take upper level courses.<br>Workshop on preparing an excellent application. |
| I want to take some arts and humanities classes before I graduate.                                                        | Spring 2015 | Time management                                                                                                                                                |                                                                              |
| I want to graduate with a 3.87 GPA.                                                                                       | May 2015    | Good study habits<br>Test-taking skills<br>Time management                                                                                                     | Take a workshop on study skills and test-taking skills<br>Time management    |

**Table #2: Individual Plan – Sample Skills Assessment**

| <b>Skill</b>                                    | <b>Your current skill level</b> | <b>Strategies to close the gap</b>                                                        | <b>Deadline</b>              | <b>Completion status</b> |
|-------------------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------|------------------------------|--------------------------|
| <b><i>Academic skills</i></b>                   |                                 |                                                                                           |                              |                          |
| Biochemistry                                    | 3                               | Take Biochem II before graduation                                                         | Fall 2015                    |                          |
| Genetics                                        | 4                               | Will take additional course in graduate school                                            | Spring 2016                  |                          |
|                                                 |                                 |                                                                                           |                              |                          |
| <b><i>Research/Technical skills</i></b>         |                                 |                                                                                           |                              |                          |
| Experimental design                             | 2                               | Work with my summer research mentor to be more involved in my project                     | Immediately                  |                          |
| Statistical analysis                            | 2                               | Take statistics courses                                                                   | Spring 2014 and Fall 2014    |                          |
|                                                 |                                 |                                                                                           |                              |                          |
| <b><i>Professional/Interpersonal skills</i></b> |                                 |                                                                                           |                              |                          |
| Networking                                      | 5                               | No additional training needed at this time                                                |                              |                          |
| Time management                                 | 1                               | Identify some websites that have training materials on time management<br>Find a workshop | Immediately<br>Next semester |                          |

## **Individual Development Plan – Core Competencies**

### **Professional/Interpersonal skills**

Communications  
Oral/presentation  
Writing (manuscript, grant, general)  
Working with others  
Teaching  
Mentoring/being a mentee  
Networking

### **Leadership and management skills**

Time management  
Prioritizing/goal setting  
Organizational skills  
Ability to multitask  
Meeting deadlines  
Giving/accepting feedback  
Test-taking skills

### **Research/Technical skills**

Experimental design  
Creativity in identifying new research directions  
Responsible Conduct of Research  
Critical analysis  
Data analysis  
Statistical analysis  
Computer skills  
Problem solving skills (troubleshooting experimental design)  
Critical reading (review and analysis of the scientific literature)