

SIMS Technical Writing Individual Development Plan (IDP)

Objective

This assignment will be supported by a number of project builders (skills assessments, resume, job study, cover letter) and culminate in a portfolio-style, rough blue print of the next 15 years of your academic and professional life. We will generally plan along a timeline broken into three intervals: 0–5, 6–10, 11–15 years. Obviously, it is impossible to precisely predict where you will be at each point in this 15-year trajectory; however, the point is to exercise your thinking and planning about how to get the most out of your time at UCSB.

Tasks

The IDP will be supported by project builders presented in the following order:

- Formal email correspondence (a brief message from you to me, describing your background, plans, and interests), including a proper address, subject line, format, and signature line
- Skills assessments (multiple areas)
- Goals worksheet
- Resume
- Skills acquisition timeline
- Listing of professional societies with UCSB chapters
- Listing of graduate/professional schools

If you wish, you may also include other pertinent information such as links to jobs, courses, and graduate/professional school programs that interest you.

Assignment Due Date

Your final IDP portfolio will consist of a final, polished version of each of these, assembled in the order above and EITHER submitted in hardcopy form OR emailed to me NLT Monday, 20 August 2017.¹

¹ I am aware that during SIMS it may be impossible to print hard copies; thus, emailed documents are fine. Please submit all documents attached to your emails as .pdf files. (Use the File => Save As => PDF command, or use the Save as PDF command from your print window.)