Individual Development Plan

Department of Tourism, Hospitality and Event Management

Student name: _____

Advisor name: _____

Committee members: _____

The purpose of this plan is to benefit both the faculty mentor and student in communication and goal attainment efforts toward completion of the doctoral degree. This instrument is not meant to be comprehensive or exclusive, but should be viewed as a guide toward developing an open dialogue between mentor and student, and should help promote an understanding of expectations for completion of the doctoral degree. At the end of this plan there is a list of goals that the student should pursue. This plan has 5 steps.

STEP 1- Student conducts self-evaluation- Student can review the goals listed in appendix at this time as well

STEP 2- Student meets with advisor to go over self-evaluation results

STEP 3- Student completes four-year ACTION PLAN using target areas provided at the end of plan and arrange a meeting with advisor to go over the results

STEP 4- Student meets with advisor <u>annually</u> at the beginning of the academic year to review progress (pending on academic standing of student and degree progress) and revise the ACTION PLAN as needed

STEP 5- Student and advisor have to sign that IDP has been completed and reviewed by both advisor and student and submit the page to graduate program assistant annually

Individual Development Plan

One of the most important parts of your PhD training is to develop a skill set transferrable beyond graduation. Evaluate your strengths and weaknesses below relative to your own goals (see APPENDIX for a list of goals), **evaluate yourself in the areas below and choose an appropriate level (1 being low; 3 being high). Then,** check the boxes for skills that you would like to target in the coming year . Ask your advisor how s/he agrees or disagrees with this assessment. An honest self-assessment and discussion will help you set reasonable goals for your training.

	1 Low	2 Average	3 High	Target skill to improve for next year
RESEARCH SKILLS & SCIENTIFIC THINKING	①	②	③	□
Broad-based knowledge of science	①	②	③	□
Critical reading of scientific literature	①	②	③	□
Experimental or survey design- please circle the one you provide info for	①	②	③	□
Interpretation of data and results	①	②	③	□
Statistical analysis	①	②	③	□
Creativity and innovative thinking in generating research ideas	①	②	③	□
WRITING				
For a scientific publication	①	②	③	□
For a research proposal	①	②	③	□
For a lay/industry audience	①	②	③	□
Grammar structure	①	②	③	□
Editing your own writing	①	②	③	□
ORAL COMMUNICATIONS				
To a specialized academic audience	①	②	③	□
To a lay/industry audience	①	②	③	□
In a classroom	①	②	③	□
One-on-one	①	②	③	□
English fluency	①	②	③	□
LEADERSHIP/PERSONNEL MANAGEMENT				
Delegating; providing instruction	①	②	③	□
Providing constructive feedback	①	②	③	□
Dealing with conflict	①	②	③	□
Leading and motivating others	①	②	③	□
Serving as a role model	①	②	③	□
Setting expectations/goals	①	②	③	□
PROFESSIONALISM/INTERPERSONAL				
Identifying and seeking advice	①	②	③	□
Upholding commitments / deadlines	①	②	③	□
Maintaining positive relationships	①	②	③	□
Contributing to a team	①	②	③	□
PROJECT MANAGEMENT				
Planning projects	①	②	③	□
Breaking down complex tasks	①	②	③	□
Time management	①	②	③	□
Managing data (analysis) and resources (subjects, software)	①	②	③	□

THIS ACTION PLAN IS TO BE DEVELOPED JOINTLY BY THE GRADUATE STUDENT AND THE MENTOR DURING OR AFTER THE DISCUSSION OF THE STUDENT'S RESPONSE TO IDP ITEMS. Keep it accessible for your yearly IDP meetings and potential monthly check-ins, as determined by the two of you.

YEAR 1
Describe the goals (review appendix) that need to be achieved in terms of:

- Academic (degree related):
- Research:
- Teaching:
- Service:
- Professional:

YEAR 2
Describe the goals (review appendix) that need to be achieved in terms of:

- Academic (degree related):
- Research:
- Teaching:
- Service:
- Professional:

YEAR 3
Describe the goals (review appendix) that need to be achieved in terms of:

- Academic (degree related):
- Research:
- Teaching:
- Service:
- Professional:

YEAR 4
Describe the goals (review appendix) that need to be achieved in terms of:

- Academic (degree related):
- Research:
- Teaching:
- Service:
- Professional:

LIST of GOALS

A. Academic (Degree related)

Coursework

Courses student will complete during each semester

Professional Skills Course - please include this course in the course listing

Competence in Methodology

Skills student should have mastered and how (e.g., research projects, classes)

Seminars

Which UF, HHP, and/or UF seminars student will attend

How many seminars student should attend

Conference Attendance

How many and/or which conference(s) student should attend

Program of Study

Target dates for approved program of study and annual evaluation/revision

Qualifying Exams

Target date for qualifying exams

Target date for faculty to provide information related to qualifying examination

Expectations for passing qualifying examination and oral defense

Proposal

Target date for prospectus and full proposal defense

Expectations for passing proposal

Dissertation

Target date for dissertation

Expectations for passing dissertation

Communication

Connecting with mentor:

How many meetings between student and mentor are expected: Weekly, Monthly, X Number

Supervisory Committee

Target date for approved supervisory committee

Meetings with supervisory committee - how many meetings between student and full committee are expected: X Number

Annual Performance Review

Expectations for completion of the Ph.D., and APR

Deadline for letter of evaluation from mentor

Re-evaluation of IDP

Timeline for when student and mentor will re-evaluate the IDP

B. Research

Writing: Submissions/ Publications

How many manuscripts should student write and submit and have published

Literature review - expectations for student led literature review, and numbers of peer reviewed articles must be included

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Oral Presentation

How many oral/poster presentations student should present

Distinguish between oral and poster, and Department, HHP, UF, National Conference (discipline specific/outside of discipline)

Project with Mentor

Expectations for student working with mentor on mentor led research project

Personal Project

Expectations for student working on student led research project

Data Collection/Analysis, Etc.

Experimental Design/Survey Design - expectations and process for experimental design mastery

Data Collection - expectations and process for data collection mastery

Data Analysis - expectations and process for data analysis mastery

Grant Writing

Expectations for grant proposal development as student working on grant but not Co-PI or PI

Expectations for grant proposal development as Co-PI or PI

Number of grant proposals student expected to submit as Co-PI or PI

Research Standards and Ethics

IRB, IACUC, FERPA, Certifications, etc.

C. Teaching

Lecturing Experience

Expectations for gaining lecture experience, guest lectures, lab instructor, etc.

Teaching Assistantship

Which semester (if any) will student hold a Teaching Assistantship

D. Professionalism/Career Development

Intercultural Competence

Expectations for participation in events that will enhance value of inclusiveness/diversity

Academic and Professional Conduct

Leadership Positions/service to the department and college

Identify opportunities for student to work on/lead a team in a collaborative effort or be of service to the department

Expectations for student regarding positions of leadership in HHP, UF, (Inter)National Organizations

Awards

Expectations for student applications for awards/scholarships -- Department, HHP, UF, (Inter)National

Networking

Identification of opportunities to meet with individuals interested in dissertation/research focus both inside and outside of academic program

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SIGNATURE PAGE

(Submit to graduate program assistant to scan and save in the TRSM drive under IDP plans)

The IDP plan has been completed by _____ (STUDENT NAME) in collaboration with their advisor _____ (ADVISOR NAME) on _____ (date)

Signatures:

_____   _____   _____

Student   Advisor   Date