Individual Development Plans

What Faculty Need to Know

Andrew Feig
Associate Dean, Graduate School
Individual Development Plans Allow Students to...

- **Take ownership** of their training and professional development.

- **Pause and reflect!** Amidst daily research activities, it is easy to lose sight of longer-term goals.

- **Think intentionally** about short-, mid- and long-term training and development goals.

- **Identify and use resources** to help them achieve your goals.

- **Have open and direct dialogue** with their mentor(s).

- **Establish clear expectations/steps.**
The survey found that, compared to their peers without a written plan, trainees who begin their appointment with an IDP developed in collaboration with their advisors:

- Are **23% more likely** to submit papers to peer-reviewed journals
- Publish first-authored papers at a **30% higher rate**
- Submit grant proposals at a **25% higher rate**
- Are **25% less likely** to report that their advisor did not meet their initial expectations
Career Planning is an Intentional Process

- Identify Goals
- Perform Self-Assessment
- Evaluate
- Take Action
- Plan
Developmental Documents

➢ **Plan of Work**
  - Focus on program requirements
  - Establishes pathway to degree completion

➢ **Annual Review of Student Progress**
  - Focus on progress toward dissertation and degree
  - Assess if student met developmental goals and skills development for prior period
  - Used to set productivity goals for coming year

➢ **Individual Development Plans (IDPs)**
  - Focus on career and professional development
  - Student reflection on what they enjoy and are good at in their day-to-day work life
  - Fosters discussion on long-term aspirations
  - Used to discuss what it will take to succeed in chosen path
  - Sets action plan for career exploration
**IDP Timeline**

- Policy requires all students to complete an IDP by the end of their first year and to update their IDP annually.
  - Feb. 1 – Grad School asks departments to verify dissertation advisors and program DGS
  - March 1 – system goes live to all registered doctoral students
  - April 15 – Students asked to have IDPs complete
  - May 1 – Advisors complete discussions and signoff
  - May 15 – DGS signs off on all IDPs, process is complete

- Students hoping to participate in WSU-BEST program or off-campus internships should be explicit about this in their IDP action plans
Most Common Issues

- Turn off pop-up blockers

- Cookies must be enabled (for at least approved sites) for Academica workflows to function properly

- Log into Academica before clicking on IDP approval link for smoothest experience

- For most students, best to work on paper template and then cut/paste into web form to allow revisions
Wayne State IDP Resources

- Graduate School Templates
  https://wayne.edu/gradschool/phd/idp/

- IDPs waiting for signatures should be in your Academica Workflow
  https://workflow.wayne.edu/wfprod/home/worklist.do

- IDPs for your advisees from prior years:
  https://eiprod.wayne.edu/dm>IDP/PROD/IDPList.php
Help Your Advisees Perform an Honest Analysis of Their Skills

<table>
<thead>
<tr>
<th>Requirement / Qualification</th>
<th>Can you currently meet the qualification?</th>
<th>If NO, action required (add to IDP)</th>
<th>If YES, list example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
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<tr>
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<td>No</td>
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<td>1</td>
<td>How do you compare to market demand?</td>
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<td>Are you missing knowledge or skills to be competitive?</td>
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# Individual Development Plan

**Name:**

**Date:**

**Dept.:**

**AccessId:**

## Professional Goals/Motivation

What are my professional growth and career aspirations? Where do I see my degree taking me? What career options are you exploring? How do I think these aspirations can best be met at Wayne State?

## Talents or Strengths (3-5)

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## Focused IDP Objectives and Action Steps

What developmental goals do I have for the next 12 months? 5 years? What specific actions can I take to achieve these goals?

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IDP Resources from Other Institutions

- University of Minnesota IDP for Graduate Students – An IPD document including scholarly, professional development, collaborative leadership, and job-searching competencies, as well as a section on institutional fit

- University of Wisconsin Graduate School IDP Website – An IDP template, resources and activities to support IDP preparation across disciplines

- Oregon State University Postdoctoral Scholars IDP Website – Resources and an IDP template based on the six core competencies for postdoctoral scholars and fellows established by the National Postdoctoral Association

- Stanford Biosciences IDP Program – Resources and forms for graduate students in Year 1, Year 2 and Years 3-5 of bioscience programs

- myIDP – Web-based career-planning tool tailored to meet the needs of PhD students and postdocs in the life sciences

- ChemIDP - Web-based career-planning tool tailored to Chemistry PhD students and post-docs

- Note that the WSU IDP is far shorter than those of many other institutions
INSTRUCTIONS TO MODIFY BROWSER SETTINGS FOR IDP APPROVALS

To **view** an IDP and generate a PDF please go to https://eiprod.wayne.edu/dm>IDP/PROD/IDPList.php

To **approve** an IDP please go to the faculty tab in pipeline and click on the IDP in the workflow worklist. A custom web form should open up in a new tab:

![Image of a web form](image.png)

If a window like this does not appear then browser settings need to be modified to allow popups. Here are instructions for the most commonly used browsers. Mobile devices are not supported for the approvals process.
**Chrome**
Click the three bars on the right side of the browser (customize and control Google Chrome)
Select Settings
At the bottom click Show advanced settings...
Scroll down some more to find the Privacy heading and click Content settings...
Scroll down to the pop-ups section and either click Allow all sites to show pop-ups.
Alternatively click Manage exceptions and type in [*.]wayne.edu

**Safari**
The pop-up blocker is enabled by default. You can only toggle between having all pop-ups blocked or allowing pop-ups by toggling the 'Block Pop-Up Windows' option from the Safari menu.

**Firefox**
Pop-up blocking is enabled by default.
Select Menu in the right corner --> Options. The Options window is displayed.
Click the Content tab in the Options window.
Uncheck the Block pop-up windows box.
Alternatively you could click on the Exceptions... button and allow
   https://workflowp1.wayne.edu/
   https://eiprod.wayne.edu/
   and then Click Close. The Allowed Sites window closes.
Click OK. The Options window closes and this task is complete.

**For Internet Explorer,**
Please go to Tools (its a cog icon at the top right corner of your browser), Internet Options, Privacy tab and uncheck "Turn on pop-up Blocker" to turn them off completely.
Alternatively go to Tools, Internet Options, Security Tab, Trusted Sites, click on the sites button and add
   https://workflowp1.wayne.edu/
   https://eiprod.wayne.edu/
**For Google Toolbar on Internet Explorer,**
You can block or allow pop-ups:
On the right side of the Toolbar, click the wrench
Go to the Tools tab.
To allow pop-ups, uncheck the box next to "Pop-up blocker."
Click Save.

**For Yahoo Toolbar**
Choose "Enable Pop-Up Blocker" to allow pop-ups from the active web page

**Desktop Support Contacts**
If you need additional assistance you can contact your desktop support person.
http://computing.wayne.edu/help/faculty-staff.php
IDP Planning Questions

Consider using the worksheet questions below to help you think about yourself. Being honest with yourself about what you like and dislike and what makes you happy or gives you satisfaction is important to effective career planning. Use these questions to help you get ideas about what should be included in your IDP.

Professional Goals and Aspirations

- What activities give you the greatest sense of satisfaction?
- Are there things you want to be doing that you currently are not doing?
- If there is one part of your job that you want to do more of, what is it?
- Is there a part of your current job that you would like to not be doing in the future, what is it?
- In relation to your work, do you see yourself changing roles over time? If so, what does your next role look like?
- What skills will you need to be successful in this next role?

Values

- What do you value most in work and life?
- What motivates you to work the hardest?
  - Doing good for yourself?
  - For a colleague or friend?
  - For your community?
  - For society at large?
- Do you need certain types of challenges to keep from getting bored? Are those challenges physical? mental? intellectual?
- Do you do your best work while working alone or in groups?

Strengths and Development Opportunities

- Technical Knowledge or Skills
- Personal Skills
  - Managing time, taking initiative, planning and organizing, solving problems…
- Interpersonal Skills
  - Collaborating with others, working in teams, influencing, listening, resolving conflict…
- Management and Leadership Skills
  - Motivating others, delegating, coaching, giving feedback, setting goals, strategic planning…
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How do I think these aspirations can best be met at Wayne State?

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Next Review Meeting Date: ________________