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Individualized Development Plan Template for Laboratory Mentees

Name: [Mentee's Name] Date: [Date of Plan]

Introduction and Goals:

Individualized development plan (IDP) are important tools that are often not used among many students (see Vanderford, N. L., Evans, T. M., Weiss, L. T., Bira, L., & Beltran-Gastelum, J. (2018). Use and effectiveness of the individual development plan among postdoctoral researchers: Findings from a cross-sectional study. F1000Research, 7.). The Hinton Laboratory recognizes the importance of IDPs as contracts future leaders make with themselves and the organization about the things they want to do or become. Thus, this document serves as a personalized IDP that is driven by the mentee’s own personal experience and desires from their time in the Hinton Laboratory, with clear evidence-backed goals to increase trainee outcomes (see Stringer, R. A., & Cheloha, R. S. (2003). The power of a development plan. People and Strategy, 26(4), 10.).

[Mentee Name] Background and Current Research Project:

[The specific goals that will be addressed in this IDP]

Skills Assessment:

Current strengths and areas for improvement in the following areas with the mentor:

• Research Skills

• Communication Skills

• Professional Development

• Career development

• Networking and Social Media

These skills will be addressed through:

Short-Term Goals:

Career Goals

1. Short-term Career Goals (within the next 1-2 years):

 - [Example: Successfully pass preliminary exams and complete required coursework]

Research Goals:

1. Develop Strong Research Skills:

 - [Example: Learn advanced experimental techniques for data collection and analysis]

2. Investigate Research Areas with Overlap:

 - [Example: Explore potential research projects aligned with lab expertise and interests]

3. Expand Research Horizons:

 - [Example: Attend conferences and workshops to learn about diverse research areas]

Professional Development Goals:

1. Improve Communication Skills:

 - [Example: Enhance scientific writing and oral presentation abilities]

2. Seek Mentor's Advice on Career Development:

 - [Example: Regularly discuss potential career paths, opportunities, and strategies with my mentor]

3. Attend Departmental Seminars and Faculty Talks:

 - [Example: Regularly participate in departmental events to learn from experts in the field]

Training and Skill Building Goals:

1. Obtain Specialized Skills:

 - [Example: Acquire proficiency in statistical analysis and data visualization software]

2. Gain Teaching Experience:

 - [Example: Participate in teaching assistantship or design a mini-workshop for undergraduates]

3. Secure Research Funding:

 - [Example: Actively apply for research grants and fellowships to support my research projects]

Peer Mentorship and Lab Engagement Goals:

1. Contribute to Lab Community:

 - [Example: Offer support and feedback to lab mates in their research endeavors]

2. Participate in Lab Meetings and Activities:

 - [Example: Regularly attend lab meetings and actively engage in discussions]

3. Foster Inclusive and Supportive Environment:

 - [Example: Work towards creating an inclusive lab atmosphere that appreciates diversity]

Additional Goals and Personal Development:

1. [Example: Attend a workshop on leadership skills development]

2. [Example: Engage in outreach activities to promote scientific awareness in the community]

3. [Example: Pursue training opportunities for improving computational analysis skills]

Long-Term Goals:

Career Goals

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Action Plan:

The specific steps the [mentee] will take to achieve their goals as a follows:

Routine Duties:

There are also certain tasks you will need to perform that may include Washing Dishes, Checking incubators and water baths, Cleaning PCR Machines and Western Blot Machines, Making Buffers (e.g., TEM buffers), Data Back-Up, Gathering general groceries for the lab, Waste Disposal (Red-bin Trash), Cleaning cell culture hood, Replenishing pipette tips, Updating Laboratory Inventory, pH Meter Monitor, Filling ddH2O, and Ordering Antibodies and Supplies. All laboratory members are expected to be Task-Orientated, thus working on these skills is require, even if working from home. Ordering Antibodies and Supplies will be carried out by the Staff Scientist who will also assign these duties in an equitable manner.

Timeline:

Year 1: 1 Research Review Published, 1 DEI manuscript published, Data for 1 Research Manuscript worked on,

Year 2: 1 Research Review Published, 1 DEI manuscript published, 1 Research Manuscript Submitted, Data for Thesis/Next 2 Research Manuscripts Collected

Year 3: Total of 2 research manuscripts competed by end of Year 3.
Year 4:

Resources:

Resources that will support the development, such as training programs, workshops, or networking opportunities:

Evaluation:

You will be accessed during yearly meetings during which your progress will be reviewed. The timeline above is expected to be respected expect in cases of extenuating circumstances (e.g.,

Consequences (Please note, consequences for microaggressions are described separately in the microaggression meter):

|  |  |
| --- | --- |
| 1st Time | Warning |
| 2nd Time | Formal Email |
| 3rd Time | Suspension from future conferences |
| 4th Time  | Write-up |
| 5th Time  | Write-up |
| 6th Time  | Write-up |
| 7th Time  | Dismissal |

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Agreement:

I agree to this contract and I will mutually uphold all aspects in the above document. I understand that the IDP will be reviewed regularly, and progress will be evaluated. I agree to the goals, action plan, and timeline laid out here. Signers below agree that through regular check-ins and revisions to the plan, they will dedicate themselves to the mutual goals and mentoring laid out here.

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Signature

Student/Trainee/Faculty at Vanderbilt University in Antentor Hinton Laboratory.

Signature

Antentor Othrell Hinton, Jr., Ph.D.

Chan Zuckerberg Initiative Science Diversity Leadership Investigator

Ernest E. Just Early Career Investigator

Assistant Professor, Department of Molecular Physiology and Biophysics

Vanderbilt School of Medicine Basic Sciences

The Vanderbilt Diabetes Research Training Center