

IDP Template

First-Year PhD Students in Engineering

Name: _____

Department/Program: _____

Primary Advisor: _____

Expected Graduation Date: _____

Date Prepared: _____

Next Review Date: _____

What to focus on first

If the full document feels long, begin with these sections:

- Section 1: Career Vision and Long-Term Goals
- Section 2: Self-Assessment of Current Skills
- Section 3: Goal Setting for This Academic Year
- Section 8: 30-Day Action Plan

These sections will help you establish direction, identify priorities, and choose a few concrete next steps.

Section 1: Career Vision and Long-Term Goals

Where do you see yourself after graduation?

List 2-3 possible career paths.

What skills, experiences, or credentials will you need to reach these goals?

Section 2: Self-Assessment of Current Skills

Rate your current skill level in each area.

- 1 = Developing
- 2 = Competent
- 3 = Strong

Skill Area	Rating (1-3)	Notes/Evidence
Technical or discipline-specific knowledge		
Research design and methodology		
Data analysis and interpretation		
Scientific writing		
Oral presentation skills		
Literature review and synthesis		
Time management and organization		
Collaboration and teamwork		
Networking and professional relationships		
Teaching and mentoring		
Grant writing and funding applications		
Leadership and project management		

Section 3: Goal Setting for This Academic Year

Use SMART goals: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

A. Research Goals

Goal: What will you accomplish?	Action Steps: How will you do it?	Target Date

Immediate Next Step (This Week):

B. Professional Development Goals

Goal: What will you accomplish?	Action Steps: How will you do it?	Target Date

Immediate Next Step (This Week):

C. Teaching Goals

Goal: What will you accomplish?	Action Steps: How will you do it?	Target Date

Immediate Next Step (This Week):

D. Personal Development and Wellbeing Goals

Goal: What will you accomplish?	Action Steps: How will you do it?	Target Date

Immediate Next Step (This Week):

Section 4: Semester Timeline

Goal Area	Early Semester	Mid-Semester	End of Semester
Research			
Professional Development			
Teaching			
Personal			

Section 5: Discipline-Specific Planning

My Engineering Discipline: _____

Category	Specific Skills, Tools, or Experiences
Technical Skills	
Research Methods	
Professional Certifications	
Conferences	

Section 6: Mentoring and Support Network

Person/Role	How They Can Support Me	Meeting Frequency

When will you discuss this IDP with your primary advisor?

Planned Meeting Date: _____

Section 7: Anticipated Challenges and Solutions

Potential Challenge	Possible Solutions or Resources

Section 8: 30-Day Action Plan

Research-related action

Professional development or teaching-related action

Personal wellbeing action

Date to complete these actions by: _____

Section 9: Progress Review and Reflection

Mid-Year Review

What goals have you accomplished so far?

What goals need to be adjusted or revised?

What new priorities or opportunities have emerged?

End-of-Year Review

Accomplishments: What did you achieve this year?

Skills developed: What new skills or competencies did you gain?

Lessons learned: What worked well? What would you do differently?

Goals for next year: What are your priorities for the upcoming year?

Notes and Additional Reflections: