

**CHARLES E. SCHMIDT COLLEGE of SCIENCE and  
HARBOR BRANCH OCEANOGRAPHIC INSTITUTE  
Marine Science and Oceanography (MSO)  
M.S. Thesis Individual Development Plan (IDP)**

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Student:	Year in program:	Faculty Mentor:
Implementation Date (if new):	Midyear check-in date:	Z#:

**IDP Form:** The Graduate Student Individual Development Plan is a required document designed to serve as a tool to enhance communication between you and your faculty advisor.

**Benefits:** The IDP offers you an opportunity to co-create your M.S. program goals in partnership with your faculty mentors with the intention of creating meaningful and clear academic and/or research expectations, identifying developmental milestones, and assessing your performance.

**Note:** the IDP is a dynamic document that will require adjustments as circumstances change and evolve. Students and their advisors are both responsible for creating and implementing the IDP.

Mentee’s Responsibilities	Mentor’s Responsibilities
<ul style="list-style-type: none"> <li>• Complete the first draft of the IDP form and email the completed form to faculty mentor.</li> </ul>	<ul style="list-style-type: none"> <li>• Review the draft IDP form before meeting with mentee.</li> </ul>
<ul style="list-style-type: none"> <li>• Set up meeting time to discuss IDP goals with faculty mentor.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance and <b>jointly</b> adjust goals, as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Make appropriate adjustments to IDP based on faculty mentor’s input.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear and constructive feedback.</li> </ul>
<ul style="list-style-type: none"> <li>• Discuss with faculty mentor your research related expectations, including data collection, storing of data, data ownership protocols, co-authorship practices, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear expectations regarding data collection, storing of data, and ownership of data, as well as co-authorship opportunities and practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Be a proactive communicator. If you have any questions regarding your program advancement, goals, or any other matter that would impede achieving your plans, contact your mentor immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsive to mentee’s meeting requests and adjust IDP as needed. Contact graduate program coordinator/director regarding mentee’s program advancement if needed.</li> </ul>

**Important:** *If you are considering a faculty mentor or academic program change, please contact Cathy Rossmell ([MSO-Admin@fau.edu](mailto:MSO-Admin@fau.edu)) as soon as possible to discuss options and schedule a meeting with the Graduate Program Director as needed.*

In which year/semester did you enter the MSO Program? \_\_\_\_\_

In which year/semester do you plan to graduate? \_\_\_\_\_

Do you have an Approved Plan of Study on file? Yes \_\_\_\_\_ No \_\_\_\_\_ Date approved: \_\_\_\_\_

Date Committee Checklist was submitted: \_\_\_\_\_ Date Form 6 was approved: \_\_\_\_\_

Committee Members:

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

In which semester/year do you plan to propose? \_\_\_\_\_

Have you given your thesis proposal seminar? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please indicate month/year and if approved /disapproved)

Month year \_\_\_\_\_ Approved/Disapproved \_\_\_\_\_

In which semester/year do you plan to defend? \_\_\_\_\_

Have you given your thesis defense seminar? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please indicate month/year and if approved/disapproved)

Month year \_\_\_\_\_ Approved/Disapproved \_\_\_\_\_

Total credit hours of classes taken \_\_\_\_\_ Current GPA \_\_\_\_\_

Do you or your supervisor have internal or external support for your research?

If yes, indicate funding agency \_\_\_\_\_

Have you applied for funding to support your research? Yes \_\_\_\_\_ No \_\_\_\_\_

(Add additional lines as needed)

If yes, indicate funding agency \_\_\_\_\_

Was your proposal approved? \_\_\_\_\_ Funding period (start date \_\_\_\_\_ end date \_\_\_\_\_)

Amount of award: \_\_\_\_\_

Would you like to be considered for a TA, if available? If yes, in which year/semester: \_\_\_\_\_

## IDP DUE DATES

<b>M.S. Program <u>Fall Entry</u></b>	<b>M.S. Program <u>Spring Entry</u></b>	<b><i>All forms are due by stated dates to Cathy Rossmell, Program Coordinator via email at MSO-Admin@fau.edu.</i></b>
<b>November 1st</b> – Submit completed and signed IDP form along with your plan of study	<b>April 15<sup>th</sup></b> – Submit completed and signed IDP form along with your plan of study	
<b>April 15<sup>th</sup></b> – Submit revised and signed IDP mid-program update	<b>November 1st</b> – Submit revised and signed IDP mid-program update	

### **For Master's Thesis Students:**

#### **1. Career Goals**

- a. What excites you most about pursuing your Master's degree in MSO?
- b. What are your post-graduation career goals?
- c. How will earning Master's degree in MSO help you achieve your career goals?
- d. Describe one or two activities (e.g., research, academic service learning, and/or volunteering opportunities) you could participate in over the course of the academic year to help you achieve your post-graduation career goals.
- e. Faculty mentor feedback / comments:
- f. Mid-program update:

#### **2. Academic Skills**

- a. What academic skills are you committed to learning and/or improving in the Master's degree program? E.g.:
  - i. Improving your academic writing skills
  - ii. Conducting a literature review
  - iii. Learning about Marine Science and Oceanography research methodologies
  - iv. Identifying and accessing academic support resources
  - v. Other: \_\_\_\_\_
- b. Name one or two academic skill(s) you want to focus on enhancing this semester:
- c. What kind of support will you need to achieve your academic goal(s)?
- d. Faculty mentor feedback/comments:
- e. Mid-program update:

### 3. **Thesis Plan**

- a. What is your thesis topic? If you don't know your specific topic, list 2–3 potential topics that are intriguing to you at this point.
- b. What is your writing schedule plan? When do you plan to write (e.g., every day, weekends, etc.)?
- c. What questions do you have for your faculty mentor about the thesis writing process?
- d. When do you aspire to have completed your thesis? For example:
  - First semester: identify 1–2 faculty approved research topics, start literature review, narrow topics to 1–2 research questions for review and approval
  - Second semester: submit thesis research question approval, establish faculty committee, finalize literature review, write your first rough draft
  - Third semester: Submit first full draft for review, work on edits and final revisions
  - Fourth semester: submit thesis for final approval
- e. Faculty mentor comments:
- f. Midyear update:

### 4. **Research Plans**

- a. If applicable, list research skills learned as an undergraduate student (e.g., specific laboratory, statistical and or field research skills)
- b. Name your top 2–3 research goals for this academic year:
- c. Discuss and outline data management plans, data ownership protocols, and co-authorship practices:
- d. Faculty mentor comments:
- e. Midyear update:

### 5. **Working Together**

- a. How often would you like to meet with your faculty mentor? Do you have a preference in terms of whether you meet in person or virtually?
- b. What will your work schedule be? (number of hours, days, location, etc.)
- c. What is your initial assignment for this academic year?

**6. Other**

- a. What are your main roles and/or responsibilities outside of your academic and research responsibilities that you would like your faculty mentor to know about?
  
- b. YOU matter and your mental and physical health matter. How are you going to prioritize your own well-being throughout the academic year?
  
- c. What are two strengths you can draw upon when you encounter obstacles throughout the academic year?
  
- d. Is there anything else you would like your faculty mentor to know?

**7. Additional Faculty Comments:**

This Individual Development Plan (IDP) was jointly reviewed and discussed and will be used as a working document to help (ENTER STUDENT NAME) achieve stated academic and research goals.

***Initial IDP Review Date:***

Graduate Student Name

Faculty Mentor Name

Graduate Student Signature

Faculty Mentor Signature

***Mid-year IDP Review Date:***

Graduate Student Name

Faculty Mentor Name

Graduate Student Signature

Faculty Mentor Signature