

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

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"> • Complete the first draft of the IDP form and email the completed form to faculty mentor. 	<ul style="list-style-type: none"> • Review the draft IDP form before meeting with mentee.
<ul style="list-style-type: none"> • Set up meeting time to discuss IDP goals with faculty mentor. 	<ul style="list-style-type: none"> • Provide guidance and jointly adjust goals, as appropriate.
<ul style="list-style-type: none"> • Make appropriate adjustments to IDP based on faculty mentor’s input. 	<ul style="list-style-type: none"> • Provide clear and constructive feedback.
<ul style="list-style-type: none"> • Discuss with faculty mentor your research related expectations, including data collection, storing of data, data ownership protocols, co-authorship practices, etc. 	<ul style="list-style-type: none"> • Provide clear expectations regarding data collection, storing of data, and ownership of data, as well as co-authorship opportunities and practices.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Be responsive to mentee’s meeting requests and adjust IDP as needed. Contact graduate program coordinator/director regarding mentee’s program advancement if needed.

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

IDP DUE DATES

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

For Master's Non 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 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. **Program details**

- a. In which year/semester did you enter the MSO program?

- b. In which year/semester do you plan to graduate?

- c. Do you have an approved Plan of Study on file?

- d. On what date was the Plan of Study approved?

- e. Total credit hours of classes taken?

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

4. **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