



## Individual Development Plan (IDP)

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### *Policy Statement*

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The Department requires all doctoral students to complete an IDP within their first year and revise it each year thereafter until graduation. The IDP is meant to be an evolving document that will assess a student's progress through the program to insure that their development is advancing satisfactorily. The IDP will serve as the first year student progress report.

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### *Audience*

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Doctoral students and their faculty advisors.

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### *Purpose*

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This policy provides information regarding the creation, uses, and other requirements that must be fulfilled through the creation of an IDP.

The IDP is intended to:

- Facilitate the creation of realistic goals for students
- Serve as an annual gauge of their progress toward those goals
- Prompt their mentor to seek out additional resources if the goals are not being met

The IDP is meant to cover various areas of training. Since each doctoral student will have a unique plan, these areas of training will be defined by the doctoral student in collaboration with mentor. The doctoral student and the mentor will assess the skill set of the doctoral student in each of these areas and then define short-term and long-term goals to address the skills to develop. In addition, the entire training period (up to 5 years per IDP) needs to be considered in the IDP as goals may have a particular sequence or necessary timeframe for success.

The Department IDP will fulfil the NIH requirement of an annual IDP for all students supported by NIH awards.

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### *Roles and Responsibilities*

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### Doctoral Student

- Initiate and complete an IDP with their mentor within the first year of enrollment. Update the IDP each year thereafter until graduation.

### Faculty Mentors

- Assist doctoral students with the creation and annual review of their IDP. Sign off on the IDP annually.

### Doctoral Committee

- Ensure that IDPs are created and submitted in a timely manner.

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### ***Related Regulations or Policies***

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List any applicable or related department, school or university policies.

The IDP form can be found on the Nutrition website at: <http://sph.unc.edu/nutr/unc-nutrition/student-life/>

**Effective Date:** October 2014

**Last Reviewed:** 10/28/2014