**Individual Development Plan**

**Fellow:** [Student name], [University]

**Professional Mentor:** [Mentor name], [Association]

**Academic Advisor:** [Advisor name], [Title, Department]

# PURPOSE

The Individual Development Plan enhances the Fellow’s career-readiness by setting goals for professional development based on important competencies needed now or in the future. It also identifies strengths, talents, and passions and encourages planning for ways to use them throughout their career.

# PROCESS

Fellow should take the lead and work closely with the Professional Mentor and Academic Advisor to complete the Individual Development Plan (IDP). **The completed plan should be sent to the Virginia Sea Grant Professional Development Coordinator within 45 days of the Fellowship start date**, and can be updated as needed during the Fellowship as long as there is support and understanding of those changes from the fellow and mentor.

# REVIEW AND REVISE YOUR PLAN

Fellows are expected to meet with the Professional Development Coordinator to discuss the IDP after submission, and each semester afterward to track progress and discuss updates.

**Version History**

|  |  |
| --- | --- |
| **Date** | **Summary of Changes** |
| [w/in 45 days of start] | N/A - original |
| MM/YY | [insert overview of any edits made] |
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**Notes:**

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| **FELLOW NAME:** |  |
| **PROFESSIONAL GOALS/MOTIVATIONS**  What are my professional growth and career aspirations? What motivates and energizes me? What kinds of opportunities do I want in the future? Who would I gain insight from shadowing? | |
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| **TALENTS OR STRENGTHS TO USE MORE**  What do I love doing? What am I good at? What skills do I want to use more often? | |
|  | |
| **DEVELOPMENT OPPORTUNITIES**  What knowledge or skills do I need to enhance? Why? How do I gain these competencies? | |
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| **FOCUSED OBJECTIVES**  What career skill building objectives do I want to accomplish during my Fellowship? | |
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| --- |
| **ACTION STEPS**  What specific actions can I take to achieve these objectives, and how can my mentor, advisor, and VASG help? |
| |  |  | | --- | --- | | **Year 1** | **Year 2** | |  |  | |