

# DEVELOPMENTAL PLAN FORM (DPF)

## SCHOOL OF BIOLOGICAL SCIENCES (SBS)

### INSTRUCTIONS:

#### Annual Supervisory Committee meeting:

The DPF must be completed in full (**PARTS 1-3**) by the SBS graduate student, the faculty Research Advisor, and the Supervisory Committee. The student is responsible for scheduling the mandatory annual Supervisory Committee meeting according to the following timeline for Ph.D. students:

**5<sup>th</sup> year students and beyond:** Supervisory Committee meetings will occur in August or September (no later than Sept. 30)

**3<sup>rd</sup> and 4<sup>th</sup> year students:** Supervisory Committee meetings will occur between August and October (no later than Oct. 31)

**2<sup>nd</sup> year students:** Supervisory Committee meetings will occur between August and November (no later than Nov. 30).

M.S. and B.S./M.S. students must also have annual committee meetings, the timings of which are covered in the SBS Graduate Student Handbook.

For required annual Supervisory Committee meetings, the **student must fill out PART 1.1 and 1.2**, and the **Research Advisor must then fill out PART 2**.

The Research Advisor should then email the DPF to the entire Supervisory Committee prior to the Supervisory Committee Meeting, and cc the student.

**The Supervisory Committee must then complete PART 3 and return the DPF to the Graduate Program Coordinator** (see instructions under PART 3).

#### Other Supervisory Committee meetings:

In addition to the annual Supervisory Committee meeting required of all students, the student/Research Advisor/Supervisory Committee members may request more frequent meetings of the student and Supervisory Committee to (1) ensure/assess satisfactory progress toward the degree, and/or to (2) provide research guidance/support/encouragement for the student at critical times in their research.

**In these cases a DPF must also be filed with the Graduate Program Coordinator. However, only PART 3 is required to be completed** (other parts can be if deemed useful).

## PART 1.1: STUDENT ACCOMPLISHMENTS

Name of Student:  Year in Program:

Name of Research Advisor:

Program (Ph.D., M.S., B.S./M.S.):  Utah Resident (answer "Yes" or "No"):

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Courses taken in the last year (add more rows if needed):

Department	Course Title/Number	Units	Grade

Courses being taken currently, or planned for the semester/year ahead (add more rows if needed):

Department	Course Title/Number	Units	Grade

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**Answer the following questions – add as much extra space as needed.**

Describe research undertaken this year:

List oral presentations given this year (Scientific Speaking, poster presentations, meeting talks, etc.):

Manuscripts and/or abstracts published in the last year. Provide authors (surname and initials), title, journal name, volume, and inclusive page numbers (if submitted, or in preparation, indicate so):

Describe how your form of support (TA, RA, Fellowship, etc.) contributed to your training and development:

## PART 1.2: STUDENT SELF EVALUATION

In an attempt to better advise students, the Research Advisor, Supervisory Committee, and Graduate Program Committee would like each student to complete the following questions that ask you to do some self-evaluation of your professional goals. Expand with as much space as necessary.

1. At the present time, what is your career goal(s)?
2. What strengths do you see yourself having at the present time that provide a good fit with your career plans?
3. What areas do you think you need to develop so that your skills better match your career goals?
4. What are your plans to develop those skills/areas?
5. In what ways might your Research Advisor, Supervisory Committee, and/or the SBS, help you develop these areas and move toward your career goal(s) in the next 12 months?

Student signature (print name):

Date:

## PART 2: RESEARCH ADVISOR EVALUATION

1. Use and familiarity of literature pertaining to project:
2. Design and execution of experimental work:
3. Relative use of time towards dissertation/thesis research versus other activities:
4. Evaluation of research data:
5. Record keeping:
6. Independence and motivation:
7. Overall progress/other comments:

Research Advisor signature (print name):

Date:

**PART 3: SUPERVISORY COMMITTEE COMMENTS**

**To be completed by the Chair of the Supervisory Committee (Research Advisor) with input from other committee members and returned to the Graduate Program Coordinator within five days of the Supervisory Committee Meeting.**

**Return as a PDF by email with the student and all Supervisory Committee members copied on the email.**

Supervisory Committee meeting date:

Supervisory Committee members present:

Student was present (indicate “Yes” or “No”):

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**Supervisory Committee comments** (use extra space if needed):