**SF BUILD Scholar Development Plan (IDP)**

Use this template to lay out your academic, professional and personal goals. In addition, this template will help you develop an action plan to help guide your progress in this program. To obtain better result with your progress, start by finding an SF BUILD IPD buddy (accountability buddy). Help each other stay on track with your goals (you decide on how often you would like to meet). Next, send an updated draft to your SF BUILD Mentor (Anel, TJ, Audrey or Kala) to review and obtain feedback. Last but not least, once you have matched with your research advisor, review this document with them for feedback at least twice year (every semester).

Date:

SF BUILD Scholar Name:

Research Site: ☐ SFSU ☐ UCSF

UCSF/ SFSU Research Advisor (PI):

UCSF/ SFSU Research Mentor (your immediate research contact):

SF BUILD Program Director:

1. Please describe your career aspirations.
2. What is your target date for graduation?
3. Given your target date for graduation, when do you plan to take the courses required to fulfill your degree requirements? Please complete the table below with the semester date and course names/numbers:

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| **Semester 1:** | **Semester 2:** | **Semester 3:** | **Semester 4:** |
| **☐ Fa ︎☐ Spr 20 \_\_\_\_** | **☐ Fa ︎☐ Spr 20 \_\_\_\_** | **☐ Fa ︎☐ Spr 20 \_\_\_\_** | **☐ Fa ︎☐ Spr 20 \_\_\_\_** |
| BIOL 881 | BIOL 881 | BIOL 881 | BIOL 881 |
| BIOL 699 | BIOL 699 | BIOL 699 | BIOL 699 |
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1. Please describe your academic goals. (Do you have any short-term goals before or after graduation? Do you have any long-term goals after graduation? These goals should align with your career plans stated above (#1).
2. What are the requirements for admission into the graduate/medical school programs (insert applicable program) to which you are interested in applying?

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|  | **Institution 1** | **Institution 2** | **Institution 3** |
| **Institution Name** |  |  |  |
| **Graduate Program** |  |  |  |
| **UG Major** |  |  |  |
| **GPA** |  |  |  |
| **GRE Scores** |  |  |  |
| **GRE Subject (Y/N)** |  |  |  |
| **Prior Research Experience**  |  |  |  |

1. Please describe the overall goal of the research, research question(s) to be addressed, and general approach. Is it a realistic project?

Overall Goal:

Research Question(s):

General Approach(es):

1. Given your target date for graduation, what do you want to achieve with regards to your research project? (Publication, learn a technique, present at a conference, etc.)
2. Complete the table below.

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| **Below is a list of my talents and strengths that I can bring to my research training experience** | **Below is a list of the skills and knowledge that I would like to enhance*. (Please consider research skills, lab and/or quantitative techniques, oral and written presentations skills, and other such skills.)*** |
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1. Please map out a timeline to achieve these goals. Below is an example, but feel free to expand the table. (Make one for each week, month, year)

*Example of checkpoints/milestones:*

*January: Project approved, start literature review*

*February-March: Work in the lab; preliminary data gathering/samples tested*

*March-April: data analysis conducted*

*End April: poster/abstract drafted*

*Mid May: Present poster at local conference*

*End May: Request letters of support for graduate school applications*

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| **Checkpoint (Week, Month, Year)** | **Milestone** |
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1. Please establish your plan for meeting with your academic and research mentors. Below is an example.

*Examples of meetings with mentors and targets:*

* *Meet with Research Adviser once or twice a week*
* *Research consultation – with <<who>> at least weekly and as needed*
* *Abstract support - submit writing to <<who>>*
* *Meet at least quarterly to address career counseling and professional development activities*
* *Meet with academic advisor once every semester.*

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| **Meeting Details** |
| **Date(s)/Frequency** | **Meeting Purpose/Target/Goal** |
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1. An important aspect of the research training experience is the opportunity to attend and present your research at a scientific meeting. Below are some suggestions for national conferences that are undergraduate-centered or have an undergraduate-focused component. Please discuss these options with your mentor to plan the appropriate venue for you to share your results with the broader scientific community.

[SACNAS – Society for the Advancement of Chicanos and Native Americans in Science.](https://www.sacnas.org/conference)

October 27 – 29, 2022 in San Juan, Puerto Rico

[ABRCMS – Annual Biomedical Research Conference for Minority Students](https://abrcms.org/)

2022 Conference will be in Anaheim, California November 9-12

Other conferences: Please describe and provide deadlines below.

1. Given all the things that you would like to achieve, it is important for you to maintain your health and well-being. Please List below specific coping mechanisms and support that will help you most while pursuing your goals.

**Examples of what to do to “Take care of yourself”.**

1. Get enough sleep.
2. Take care of your diet.
3. Regular exercise.
4. Be careful of alcohol and drugs.
5. Be aware of caffeine intake
6. Have time for yourself
7. Practice breathing exercises
	* Meditation
	* Mindfulness
8. List below specific resources that will help you most with your transition to graduate school. (Volunteer experience, outreach, GRE or MCAT preps, etc.,)
9. Please list the days and times that you will devote towards your research project this semester. (Make a realistic plan and don’t schedule lab time during your courses)

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| **Times** |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Weekend** |
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1. Please use the space below to identify any additional items that you and your research advisor and/or research mentor wish to include in your IDP.