

**Teacher Education Department – Ph.D. in Teaching, Learning, and Culture**  
**Individualized Development Plan**  
**Submission Deadline: March 1**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Primary Advisor/Chair: \_\_\_\_\_ Degree Strand: \_\_\_\_\_

Semester/Year Admitted: \_\_\_\_\_ Current Enrollment Status: **Part-Time**      **Full-Time**

Graduate students who engage in career planning and goal setting during their academic careers set themselves up for greater productivity, increased satisfaction, and reduced stress. An **Individualized Development Plan (IDP)** provides a framework for reflection, goal setting, and productive mentoring conversations. The IDP process helps provide clear expectations for students and mentors. It allows students to take ownership and responsibility for this yearly planning process and maintain adequate records that they can share with their advisor(s), program faculty and the Graduate School when necessary. This process also provides timely intervention when changes or challenges arise in a student’s life.

**Guidelines for Students**

Use the form on the next pages to provide background information, review and reflect on prior goals, and set new goals. As you move forward in goal-setting and reflection, consider the following best practices:

- Prior to completing your goals think about the ways your skills, assets, values, and interests weave into your goals and possible pathways.
- Make goals “**SMART**” (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-Bound).
- Consider goals that:
  - Satisfy important program milestones
  - Focus on research progress and clinical/professional competencies, not coursework or grades
  - Involve objectives that are important for you to achieve a long-term goal (e.g. submitting a paper for publication)
  - Develop skills/knowledge/experiences (e.g. teaching a class, improving writing, gaining proficiency in research method)
- Solicit feedback from colleagues and mentors to ensure your goals are SMART and beneficial to career plans.

**Guidelines for Advisors/Mentors/Committees**

- Review progress toward past goals and provide positive feedback for achievements, suggestions, or advice if goals are not met.
- Review future goals to ensure that they are SMART, correspond to program’s milestone agreements, and are beneficial to trainee's career goals
- Provide professional and constructive feedback that helps trainees make progress and may be viewed by others in the department or other campus academic units such as the Graduate School.
- Schedule follow-up conversations and/or agree on accountability plan(s).

**COMMENTS ABOUT SHORT-TERM GOALS FROM PRIOR REVIEW PERIOD**

*Please discuss any academic, financial, personal, or professional challenges/successes that influenced your progress since last review meeting.*

Goal Description (Student)	Progress During Prior Period (Student)	Feedback on Progress (Mentor/Committee)

## CAREER & LONG-TERM GOALS

*Please list two career/long-term goals and be as specific as possible. Saying “faculty member” is not very specific, for example, because there are different types of faculty positions – research focused, teaching focused, and balanced.*

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## SHORT-TERM GOALS FOR THE UPCOMING REVIEW PERIOD

Goal Description and Deadlines (Student)	Feedback on Upcoming Goals (Mentor/Committee)

## PRIMARY ADVISOR/CHAIR/COMMITTEE COMMENTS

*Please use this space to provide constructive feedback on anything that is not directly tied to prior or future goals.*

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# Teacher Education Department – Ph.D. in Teaching, Learning, and Culture

## Annual Progress Report Form

**Submission Deadline: March 1**

The purpose of annual progress report is to ensure all doctoral students are progressing at an appropriate rate and receive continuous mentorship. Discussions and engagement between students and advisors are helpful and particularly critical as students advance through coursework, compile the Professional Portfolio, and make decisions about their dissertation committees and research agendas. The milestone agreement (for students admitted in or after 2013) should be reviewed each year by the student and the chair(s)/primary advisor to ensure satisfactory progress.

The completed progress report should be submitted by **March 1** to the Doctoral Program Coordinator ([tedtlc@utep.edu](mailto:tedtlc@utep.edu)) for inclusion in the student's file. **If the annual progress report is not submitted on time, a registration hold will be placed on the student's account.** The chair(s)/primary advisor should review the Doctoral Student Probation/Dismissal Policy and Procedure and may submit a probation/dismissal recommendation if a student is not making satisfactory progress, or if there is a question about the student's continued enrollment in the program.

### To be filled by student in consultation with chair(s)/primary advisor

1. What progress have you made toward your degree in the past year? State any milestones you have reached (e.g., passed portfolio defense, proposal defense, IRB approval, data gathering stage, etc.) in the past year. \*Do not include progress recorded in previous reports.\* Please explain any changes in your plans and progress toward the degree. For example, change from part-time to full-time student status, important changes in work/professional commitments, leave of absences, family or health issues that are impacting your ability to progress through the program as planned. (If needed, attach extra pages and/or supporting documents, such as doctor's notes, that may be referenced later).

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2. List the remaining requirements and expected dates for completing them.

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3. Plan to take the following courses in the following year. Course schedules from previous semesters and course sequence examples in TLC Student Handbook are in the TLC BlackBoard as helpful references. Please keep in mind it is only a plan and don't worry if changes need to be done later on as circumstances change. The information on the APR forms is useful in helping the program plan and understand student needs and registration plans.

Summer: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Fall Semester: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Spring Semester: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

**List up to three specialization courses you would like to take that have not been offered for at least 2 years:**

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

### To be filled by chair(s)/primary advisor in consultation with student

4. Concerns and/or Recommendations (address student progress toward program milestones; recommendations in terms of conference presentations, publications on research activities and probation/dismissal updates; and other issues relevant to completion of the degree)

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5. Chair(s)/primary advisor recommends that the student's enrollment is:

Continued

Continued subject to specified conditions as outlined below

Probation (see doctoral student probation/dismissal policy and procedure)

Dismissal (only after 1 year of probation, see doctoral student probation/dismissal policy and procedure)

Specified conditions of continued enrollment:

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**Note:** A minimum of three faculty members must be on a dissertation committee, be Graduate Faculty at UTEP, two of the members must be from the student's major program of study and one from outside the major program of study. A student's committee must meet these criteria by when the Portfolio is defended and maintained up until graduation.

Student's degree plan must be attached to reflect previous, current, and upcoming semester(s) and include any course substitutions

Student's CV must be attached to reflect his/her updated teaching, scholarship, and service (e.g., publications, presentations, awards, grants, recognition, peer review, leadership).

Chair(s)/Primary Advisor discussed above material with student: Yes      No

Student Name (Print)	Signature	Date
Advisor/Dissertation Chair (Print)	Signature	Date
Co-Chair/Secondary Advisor - Optional (Print)	Signature	Date
Committee Member - Optional (Print)	Signature	Date
Committee Member - Optional (Print)	Signature	Date
Committee Member - Optional (Print)	Signature	Date
Committee Member - Optional (Print)	Signature	Date