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## **E3C- Individualized Student Development Plan (ISDP) Template**

E3C students will develop and maintain an ***Individualized Student Development Plan (ISDP)*** in collaboration with the education lead and their faculty mentor. The goal of the ISDP is to detail an *action plan* (mentor-mentee roadmap) that will help to identify goals; establish clear training, education, professional development and research activities; and track progress towards achieving these goals.

An ISDP is a dynamic document that is revisited and adjusted on a regular basis. Program fellows will meet with their mentor and the education lead at least once every year to prepare, review and update the ISDP. Student will keep their ISDP as part of their e-portfolios and will report to the Program Coordinator (PC) when the document is completed.

**How to use this template to complete ISDP:**

1. Go over this form and write down your planned education and development activities so you can share this information when you meet with your mentor.
2. Schedule a meeting with your mentor and work together to complete this form to establish a clear action plan that will help you achieve your goals.
3. For each section, include any obstacles that could impact your ability to accomplish goals for that section.
4. Upon completion, send an electronic copy of your signed report to Dr. Miroslava Barua, Program Coordinator, to email address [*mbarua@utep.edu*](mailto:mbarua@utep.edu)

## **Name: \_ Date:**

## **Supervisor/Mentor(s): Year(s) in E3C Program:**

## **Degree:**

## **Classification:**

**MENTORING & TRAINING**

*List activities in which your mentor and you agree you should participate (workshop, meetings, etc.). Include the time you plan to spend and the overall goal*

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| **ACTIVITY** | **GOAL(S)** |
| *e.g., Mentoring Meetings-Fall* |  |
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**Obstacles:**

**EDUCATION**

*List courses relevant to the E3C program that you will take the next year*

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| **COURSE #** | **TITLE** | **SEMESTER** | **CREDITS** |
| *e.g., EE 4394* | *Undergraduate Research* | *Fall 2023* | *3* |
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**Check this box if you have completed coursework for your degree**

**Obstacles:** *e.g., A required class won’t be offered next semester, will find independent study option.*

**PROFESSIONAL & SKILL DEVELOPMENT**

*List the skills you will focus on strengthening and which activities/opportunities will help in your professional development (webinars, conferences, seminars, etc.)*

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| --- | --- | --- | --- |
| **PROGRAM/SKILL** | **GOAL(S)** | **STRATEGY** | **TARGET DATE** |
| *e.g., Interview skills* | *Be prepared for future job interviews* | *Career Services mock interview, webinars* | *Fall* |
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**Obstacles:**

**INTERNSHIPS**

*List goals for applying/participating in internship opportunities and enhancing your professional network*

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| **INTERNSHIP SITE:** | **APPLY/PARTICIPATE** | **DURATION** | **START DATE** | **ENDING DATE** |
| *e.g., Sandia National Laboratory - Albuquerque* | *Accepted* | *# of weeks* | *June 1st* | *August 1st* |
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**Obstacles:**

**RESEARCH PROJECTS**

*Summarize your current research projects, their status, and the next steps. Include on-campus research opportunities at faculty labs, universities, and other research sites*

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| **PROJECT** | **COLLABORATOR(S)** | **STATUS** | **NEXT STEP(S)** | **DATE** |
| *e.g. Printed electronics* | *(names)* | *Data Collection* | *Data analysis* | *Sep-Oct* |
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**Obstacles:**

**CONFERENCES**

*List any conferences or meetings you plan on attending this year*

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| **PROJECT** | **CONFERENCE** | **DATE** | **ACTION** | **STATUS** |
| *e.g., “Printed electronics”* | *(name)* | *September* | *Submit for publication by July 30th* | *Not Started* |
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**Obstacles:**

**PUBLICATIONS/PRESENTATIONS:**

*List any publications, oral or poster presentation you are working on*

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| **PROJECT** | **JOURNALS, CONFERENCES, POSTERS, ETC.** | **DATE** |
| *e.g., “Printed electronics”* | Conference name, poster presentation | September |
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**Obstacles:**

**STUDENT COMMENTS:**

*List any comments related to your ISDP*

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**ADVISOR/MENTOR COMMENTS:**

*List any comments related to this ISDP*

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***UPDATE/REFLECTION OF PAST YEAR***

*List percentage of completion of goal and objectives:*

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| ***TRAINING/MENTORING*** | ***EDUCATION*** | ***PROFESSIONAL DEVELOPMENT*** | ***INTERNSHIP*** | ***RESEARCH*** |
| *%* | *%* | *%* | *%* | *%* |

**ADDITIONAL STUDENT COMMENTS:**

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***When form is completed, sign your ISDP and keep it accessible to check your progress.*** *By signing this form, student and their mentor certify that they have discussed the ISDP and have agreed on shared priorities for the coming year.*

Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_