

PMB TAC Review Instructions

Individual Development Report

This document is meant to guide students and advisors through all of the necessary steps to plan and execute TAC meetings according to PMB policy and best-practice. Through these annual meetings, which begin in Year 3, students and advisors will reflect on and discuss:

- *Academic and research progress and annual or semiannual goals*
- *Professional goals, strengths, areas to explore, areas to improve, values, and career plans*
- *How your advisor and the program can help you reach your goals*

A. Two Weeks Before TAC:

- Trainee:

- Go to **myIDP** (<http://myidp.sciencecareers.org/>), update your entries. This step only needs to be done *once per year*, for the fall review.
- Complete the '**Trainee's Draft**' on page 3 of this document. You may use the 'Resource Guide' on last page of this document to help identify your specific strengths and weaknesses.
- Schedule a meeting with advisor to discuss 'Trainee's Draft'.

- Advisor:

- Complete the '**Advisor's Draft**' on page 4 of this document. You may use the 'Resource Guide' on last page of this document to help identify your trainee's specific strengths and weaknesses.
- Be available for meeting with student to discuss 'Advisor's Draft'.

B. One Week Before TAC:

- Trainee and Advisor:

- Meet to compare and discuss '**Trainee's Draft**' and '**Advisor's Draft**' forms.
- Comment in writing on the draft forms and exchange copies of the amended forms.
- Based on the above drafts, comments, and your discussion with advisor, the trainee fills out the '**PMB Student-Advisor TAC Report**'. When completed, trainee and advisor sign and date.

- Trainee

- Send the completed '**PMB Student-Advisor TAC Report**' to your Thesis Committee.
- Send your current **abstract** to your Thesis Committee (or written proposal if in Year 3).

C. Day of TAC:

- Committee:

- At the end of the meeting or shortly after, the chair drafts the '**Thesis Advisory Committee Form**' to be edited and approved by all committee members. It must then be signed by the Committee Chair, advisor, and student before being **returned to Karen Fleming**

- Trainee and Committee:

- At the end of the meeting, a date for the next TAC review should be set and indicated on the above Thesis Committee Form. This can be set as a "tentative" meeting date, if necessary.

Trainee's Draft:

To be used in preparation for the trainee–advisor one-on-one meeting

Name of Advisor

Name of Trainee

Date

A. Research and professional accomplishments since the last review

B. Research goals for next period

C. Professional goals

Feedback

Advisor's Draft:

To be used in preparation for the trainee–advisor one-on-one meeting

Name of Trainee

Name of Advisor

Date

A. Research and professional accomplishments since the last review

B. Research goals for next period

C. Professional goals

Feedback

RESOURCE GUIDE

Use this guide to help you consider areas of reflection. Mark strong items with (+) and items needing improvement with (–). Student: Mark (H) for items with which you would like additional help.

Area	Student's flag	Advisor's flag
Research/Scholarship		
Broad knowledge of discipline		
Key methods of discipline		
Critical reading and analysis of literature of field		
Analytic skills		
Creativity and innovation in thinking		
Writing		
For a scholarly publication		
For a lay audience, the media, or practitioners		
Grammar/structure		
Oral communications		
To a specialized or technical audience		
To a lay audience, the media, or practitioners		
In a classroom setting		
One on one		
Leadership/Management		
Providing constructive feedback		
Leading and motivating others		
Advocating for change		
Professionalism/interpersonal		
Identifying the need for and seeking advice		
Upholding commitments/meeting deadlines		
Maintaining positive relationships		
Approaching difficult conversations		
Demonstrating workplace etiquette		
Networking		
Establishing a professional identity		
Project management		
Prioritizing work		
Planning projects, breaking into parts, setting timelines		
Time management		
Managing data and other resources		
Bringing a project to completion		
Teaching/grading		
Course planning		
Lecture delivery		
Leading seminars/discussions		
Active learning strategies		
Timely grading of assignments		
Skills in office-hours/one-on-one training		
Career Advancement		
Developing/maintaining a professional network		
Writing a job letter		
Interviewing skills		
Preparing a job talk		
Negotiating salary and other job elements		