



Annual Academic Progress and Professional Development Plan Template

This Annual Academic Progress and Professional Development Plan document is meant to help you, a Johns Hopkins PhD student, reflect on and discuss with your advisor both (a) your academic and research progress and annual goals and (b) your professional goals, including your strengths, areas to explore, areas to improve, values, and plans. **This form (or its equivalent) should be completed annually throughout your doctoral studies and discussed during an annual meeting with your advisor.** This form is intended to be a springboard for conversation between you and your academic advisor or advisors. After the conversation has occurred, the student and advisor should sign this form, and each should then receive an electronic copy, as should your program if that is consistent with your program's policy.

Note: It is not required that you use *this particular form*. Other models exist within schools and through external sources. However, it is required that forms and discussions cover the following topic areas:

- Academic and/or thesis research progress of the past year and specific academic and/or research goals for the upcoming year
- How your advisor can help you achieve your academic or research goals for the coming year
- Short and long term professional goals and the range of professional sectors of interest
- Specific skills you want to develop, or professional areas you want to learn more about
- How your advisor can help you achieve, or connect you to resources for, these professional goals

Name:

Date:

Year of Matriculation:

School

Department/PhD program:

Advisor:

Advisor email address:

Co-Advisor (if applicable):

Co-Advisor Email address:

Academic goals and objectives

1. Share your academic and/or research progress, key milestones, and accomplishments **from the past year**.
2. What were any challenges related to your academic progress you faced **in the past year**?
3. What are the main academic and/or research goals you would like to accomplish **in the upcoming year**? Please be specific (e.g., complete specific coursework (named); complete literature review; complete specific areas of your research project) etc.)
4. What are specific actions you will take in the next year to meet these goals?
5. Do you anticipate any challenges in the next year in making academic or research progress or meeting your academic program or research project goals? What can be done to help reduce barriers in the coming year?

6. When do you expect to graduate? And what are key steps you plan to take to meet that goal? What are any challenges you anticipate in meeting that goal?

7. How can your advisor help you?

Career and Professional Goals [Note that it may be helpful to complete the Table in Appendix before completing the below questions]

1. What are your **long-term professional goals**? e.g., What positions or responsibilities and in which sectors (academic, non-profit, policy, government, industry, other) appeal to you for 5-10 years after graduation? Which career options, tracks, or sectors do you want to learn more about? In answering this question, you may want to think about experiences you have had that have excited you or that you have particularly enjoyed. What about those makes you want to pursue or learn more about certain areas?

2. What **shorter-term objectives may help you achieve those goals**? E.g., are there specific skills you would like to acquire or improve? Are there courses, workshops, experiences, internships, etc. that might be helpful in getting additional exposure, furthering, or better articulating, these professional goals? **(NOTE: Table below may help guide some of your thinking in this area).**

3. What specific steps will you take in the next year to further these professional development goals?

4. Do you anticipate any challenges in meeting these professional development goals? Are there factors that could negatively affect your ability to pursue your short or long term professional goals?

5. How can your advisor help you?

| | | | | | | | | |
|---|---|---|---|---|---|-----|------------|--|
| Teaching | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | |
| Course planning | | | | | | | | |
| Lecture delivery | | | | | | | | |
| Leading seminars/discussions | | | | | | | | |
| Other _____ | | | | | | | | |
| | | | | | | | | |
| Career Advancement | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | |
| Developing/maintaining professional network | | | | | | | | |
| Writing a job letter | | | | | | | | |
| Interviewing skills | | | | | | | | |
| Preparing a job talk | | | | | | | | |
| Negotiating salary and other job elements | | | | | | | | |
| Other _____ | | | | | | | | |
| | | | | | | | | |
| Other (specify) | | | | | | | | |

The faculty mentor should complete the second table. For each area or skill, circle the degree of competency you believe the student/trainee has. Discuss with the student/trainee any areas that you believe should be further developed in the coming year.

| Area | What do you believe is the level of competency in this area? 1= low competency; 5= high competency | | | | | | | | Focus area for next year (check 5) |
|---|---|---|---|---|---|-----|------------|--|------------------------------------|
| Research/Scholarship | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| Broad knowledge of discipline | | | | | | | | | |
| Key methods of discipline | | | | | | | | | |
| Critical thinking of literature of field | | | | | | | | | |
| Analytic skills | | | | | | | | | |
| Creativity and innovation in thinking | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |
| Writing | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| For a scholarly publication | | | | | | | | | |
| For a lay audience, the media, or practitioners | | | | | | | | | |
| Grammar/structure | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |
| Oral communications | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| To a specialized or technical audience | | | | | | | | | |
| To a lay audience, the media, or practitioners | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |
| Leadership/Management | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| Providing constructive feedback | | | | | | | | | |
| Leading and motivating others | | | | | | | | | |
| Advocating for change | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |
| Professionalism/interpersonal | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| Networking, seeking advice | | | | | | | | | |
| Approaching difficult conversations | | | | | | | | | |
| Professional ethics | | | | | | | | | |
| Professional and respectful interactions | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |
| Project management | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| Planning projects, breaking into parts, setting timelines | | | | | | | | | |
| Developing/managing budgets | | | | | | | | | |
| Time management | | | | | | | | | |
| Managing data, finances, and other resources | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |
| Teaching | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | | |
| Course planning | | | | | | | | | |
| Lecture delivery | | | | | | | | | |
| Leading seminars/discussions | | | | | | | | | |
| Other _____ | | | | | | | | | |
| | | | | | | | | | |

| Career Advancement | 1 | 2 | 3 | 4 | 5 | N/A | Don't know | |
|---|---|---|---|---|---|-----|------------|--|
| Developing/maintaining a professional network | | | | | | | | |
| Writing a job letter | | | | | | | | |
| Interviewing skills | | | | | | | | |
| Preparing a job talk | | | | | | | | |
| Negotiating salary and other job elements | | | | | | | | |
| Other _____ | | | | | | | | |
| | | | | | | | | |
| Other (specify) | | | | | | | | |
| | | | | | | | | |

Student: Please provide any additional comments you would like to share regarding your academic progress, professional goals, career plans, special concerns, or goals for the coming year.

Advisor: Please write comments about student progress, special concerns, goals, or other thoughts.

Date of meeting where conversation occurred about above:

| | | | |
|-------------------|-------|---------------------------|-------|
| _____ | _____ | _____ | _____ |
| Student signature | Date | Faculty advisor signature | Date |