



Individual Development Plan (IDP)

Mayo Clinic College of Medicine (MCCM)

Expectations for the Mentoring Relationship

Objectives: This IDP is intended to assist the scholar and mentor to: 1) explicitly define their goals and specific expectations with respect to their mentoring relationship; 2) ensure alignment of their expectations in order to achieve each other's goals. This IDP is a follow-up to the "Initial Mentoring Agreement" submitted by the scholar and the primary mentor with the scholar's program application and will assist with more specific definition of the goals and expectations of the scholar, primary and secondary mentors (if applicable) for their mentoring relationships. These agreements augment (but do not replace) the scholar's career development plan and the mentor's letter of support.

Instructions: The scholar and each of his/her primary and secondary mentors (if applicable), will discuss their goals for the mentoring relationship, reviewing the expectations listed in the "Initial Mentoring Agreement" that accompanied the scholar's application. Include additional expectations specifically for the upcoming year in the IDP. Use separate IDPs between the scholar and each of the mentors, although IDPs may cross-reference each other. Signed copies of this document, signifying agreement, will accompany the research proposal packet. These IDPs will be reviewed and updated annually or upon request.

Goals of the Scholar

Print Name

Describe your short- and long-term goals in this relationship. Relate your goals to your career development plan.

Goals of the Primary/Secondary Mentor

Print name and indicate whether primary or secondary mentor

Describe your short- and long-term goals in this relationship. Relate your goals to your career in research and education.

Expectations for the Scholar

Research

Describe your specific expectation for this relationship, especially for the upcoming year. Focus on the following:

- Major research milestones, including protocol development and approval, presentations, manuscripts, and grant submissions;
- Support you will need to conduct your research, including protected time and funds for research expenditures and the sources of this support;
- Interactions with your mentor and your research team (including other mentors and co-investigators), including the nature and frequency of meetings.

Expectations for the Mentor

Research

Describe your specific expectations for this relationship, especially for the upcoming year. Focus on the following:

- Major research milestones for the scholar, including protocol development and approval, presentations, manuscripts, and grant submissions;
- Support the scholar will need to conduct his/her research, including protected time and funds for research expenditures and the sources of this support, including the support you will provide;
- Interactions with the scholar and the research team (including other mentors and co-investigators), including the nature and frequency of meetings.

Expectations for the Scholar *(Continued)*

Education/ Training

Describe the additional education and training you need for your career, focusing on that which will occur outside of coursework offered through the CCaTS (refer to your career development plan, as needed).

Academic Skills

Describe the academic skills you need to develop (e.g., critical thinking, writing grants and manuscripts, oral presentation, leadership, teaching, mentoring).

Career Development

Describe what you need to do to advance your career (e.g., work toward independence, obtain a faculty position, be promoted academically, be named to positions on key committees or groups, network with other researchers inside and outside the institution).

Personal Conduct

Describe any factors that may affect interpersonal interactions with your mentor and how you plan to manage them. (Note: it is appropriate to acknowledge differences in gender, race/ethnicity, culture, personality, or style that may need to be managed actively.)

Signature

Date (Month DD, YYYY)

Expectations for the Mentor *(Continued)*

Education/ Training

Describe how you will assist the scholar to obtain the additional education and training, particularly that which will occur outside of coursework offered through the CCaTS. (Note: you may also identify others, such as another mentor, who will play a major role in assisting the scholar with additional education and training.)

Academic Skills

Describe how you will assist the scholar to develop his/her academic skills (e.g., critical thinking, writing grants and manuscripts, oral presentation, leadership, teaching, mentoring). (Note: you may also identify others, such as another mentor, who will play a major role in assisting the scholar with the development of specific academic skills.)

Career Development

Describe how you will assist the scholar to advance his/her career. (Note: you may also identify others, such as another mentor, who will play a major role in assisting the scholar with specific aspects of career advancement.)

Personal Conduct

Describe any factors that may affect interpersonal interactions with the scholar and how you plan to manage them. (Note: it is appropriate to acknowledge differences in gender, race/ethnicity, culture, personality, or style that may need to be managed actively.)

Signature

Date (Month DD, YYYY)