

Annual Progress Evaluation and Mentoring Session

Student Name: _____

Mentor Name: _____

Arrival date in the lab: _____

Date of Meeting: _____

Year of Study: _____

Prepared by: _____

To students: Please read and answer the following questions in a few sentences before coming to your annual progress evaluation and mentoring session.

To mentors: Please answer the relevant sections below (indicated by an asterisk), from your perspective, before the annual progress evaluation and mentoring session with your student.

Be honest and forthright; this document is to be used for exchange of suggestions and advice, and this information will be treated as confidential. Please discuss your answers, review the progress made in the last year, compare the answers on last year's form and develop an action plan for the future. Please keep copies of the original forms and your final action plan for your records.

A. Your Project

*What is the long-term goal of your project? How does it fit into the overall goals of the lab?

*Describe experimental and professional accomplishments from past year.

*What are your experimental goals for the next twelve months? How will you accomplish these goals? Are there new techniques would you need to learn to accomplished these goals?

What do you need to achieve these goals?

What are your plans for publications?

Have you applied for pre-doctoral fellowships?

B. Mentoring

Are you satisfied with the feedback you are getting from me? Are there any changes that you would like to see in the frequency or the format in which I give you feedback?

*Name two things that I, as your mentor, could do better that would help you.

*Name two things that you as a trainee could do better.

C. The Lab Environment

*Describe your view of the lab's future direction(s).

*Do you have concerns about the lab? Do you have any suggestions for how the lab could run better or more smoothly?

D: Long Term Career Goals.

Have you completed your course requirements?

When do you hope to graduate? If you are close to graduation, what do you need to accomplish to graduate?

Have you used the website myIDP (<http://myidp.sciencecareers.org/>) or other similar site? Have you found that helpful? Is there anything that you have learned from that exercise that you wish to discuss?

What are your long-term career goals?

In addition to carrying out your project, what are your professional goals for the next twelve months? For example, are you planning on attending a scientific meeting or taking a professional development course, (see opportunities at <http://www.jhu.edu/~pdo/> and <http://bci.jhmi.edu>)?

Have you thought about which two people you will request reference letters from (for postdoc, job, fellowships) in addition to your advisor?

Do you plan to apply for internships?

Do you plan to apply for postdoctoral fellowships?