**Semester Goal Planning – Template**

This form is intended to provide a simple *student-initiated* framework to discuss and document expectations for semester research credits.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 1: Trainee Initiated Research Expectations (Trainee to Complete):**

*1. Provide a brief description of your proposed research objectives, including any personal goals you have, for this semester.* Tip: Set realistic timelines based on previous experiences. Do not overestimate what you can achieve. Bullet points or outline form is fine. You can use more space as needed.

|  |
| --- |
|  |

*2. Based on the research objectives above, check all boxes of activities that apply for this semester.*

Tip: Set goals based on previous experiences. Do not overestimate what you can achieve.

**Literature Review:**

\_\_\_ Review and critically analyze related literature and document how it relates to the proposed project.

**Technology Development:**

\_\_\_ Develop new technology related to the proposed project.

**Theory and/or Analysis Development:**

\_\_\_ Develop new hypothesis.

\_\_\_ Develop new quantitative analyses.

\_\_\_ Improve existing quantitative analyses.

**Data Collection:**

\_\_\_ Collect data in an ethical manner.

\_\_\_ Maintain detailed, accurate, legible notes in a timely fashion.

\_\_\_ Submit IACUC or IRB protocol for data collection.

\_\_\_ Collect meaningful pilot data for experiment design / technology development.

\_\_\_ Collect meaningful data for dissemination.

\_\_\_ Assist other lab members with data collection.

**Data Analysis:**

\_\_\_ Conduct data analysis on previously collected data related to the primary subject of the research project

\_\_\_ Conduct data analysis on data collected this semester

\_\_\_ Interpret data analysis

\_\_\_ Produce publication quality figures documenting data analysis

**Presentations:**

\_\_\_ Prepare poster or talk to disseminate your own research findings

\_\_\_ Contribute to the dissemination of group research findings

**Papers:**

\_\_\_ Prepare written dissemination of your own research findings

\_\_\_ Contribute to the written dissemination of group research findings

**Grant proposals and progress reports:**

\_\_\_ Prepare a fellowship or grant application base on your own thesis project

\_\_\_ Prepare a progress report based on your own thesis project

\_\_\_ Contribute to a grant proposal from your research group

\_\_\_ Contribute to a progress report from your research group

**Individual Development Plan (IDP)**

\_\_\_ create an IDP and discuss with mentor

\_\_\_ update your IDP and discuss with mentor

**Committee Meetings**

\_\_\_ Hold a Plan of Study committee meeting

\_\_\_ Hold a Thesis-committee meeting

\_\_\_ Hold your Prelim Exam

\_\_\_ Hold a “Green-light for Defense” Thesis Committee meeting

\_\_\_ Hold your Thesis Defense

**Professional Development**

\_\_ Networking

\_\_ Soft skills improvement

\_\_ Internship / Partnerships

\_\_ Teaching / Mentoring

\_\_ Leadership and Management

\_\_ Academic Courses

**Work Life Balance**

\_\_ Extracurricular Activities

\_\_ Vacation time.[[1]](#footnote-1) Length and/or approximate dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Strategies to Improve Goals Achievement Based on Previous Performance:**

*3. If applicable, evaluate your previous research performance in the previous semester and analize how you can improve to accomplish your goals this semester. Discuss your successful strategies, achievements and areas of improvement or areas where you might need help.*

|  |
| --- |
|  |

*4 .If applicable, discuss mentoring/laboratory management strategies that promote good performance and work environment, as well as areas of improvement, based on your previous experience.*

|  |
| --- |
|  |

*5. Discuss outside activities or strategies (wellness, self care, work life balance) that you engage in to prevent burnout and promote your well being.*

|  |
| --- |
|  |

**SECTION 2: Faculty Feedback and Comments *(Faculty Mentor/Research Advisor to Complete)*:**

*6. (Confirm, modify as needed, and/or comment on the above student research proposal and expectations. Provide any additional comments on your expectations and suggested trainee goals.*

|  |
| --- |
|  |

*7. If applicable, discuss strategies to improve goals achievement based on the trainee previous performance. Highlight the successful strategies and suggest areas of improvements or alternative strategies.*

|  |
| --- |
|  |

**Mentoring Commitments:**

*8. Discuss reasonable expectations based on the needs of the student/trainee and the availability of the advisor.*

Regular one on one meetings will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(frequency) to discuss the progession of research.

All documents that need revision will be returned on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ window on both parts.

9. *Please discuss other mentoring commitments if necessary (i.e Group meetings, alternative mentors/mentees, communication strategies, etc.)*

|  |
| --- |
|  |

**Grading**

*If the student’s progress is acceptable based on the expectations noted above for the semester, the student will receive a satisfactory grade for this term’s research.*

*If the student’s progress is unacceptable based on the expectations noted above, the student will receive an unsatisfactory grade for this term’s research.*

**Signatures**

Graduate Student: I have discussed research-credit expectations for this semester with my faculty mentor and this form accurately documents these expectations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Signature) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor: I have discussed research-credit expectations for this semester with this student and this form accurately documents these expectations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Faculty Signature) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Students who are fiscal year employees through the University receive paid leave for all official University holidays and accrue 22 days of paid vacation per fiscal year. For other types of contracts please check the corresponding information. [↑](#footnote-ref-1)