

CMP Annual Academic Progress and Professional Development Plan

Please complete this prior to your annual thesis committee meeting

The purpose of this session is to outline a plan of progression and overall career development. **This form provides a framework of what to discuss. Each student and thesis advisor should tailor the conversation to fit your needs.**

Note: *The student or the thesis advisor may request to have this meeting in the presence of a third party, e.g., a member of the thesis committee.*

Instructions

There are four steps in this process.

1. Student and advisor complete online questionnaires separately (see link below), and then save and share their responses with each other.
 - o Be honest and forthright; this questionnaire is to be used for exchange of suggestions and advice.
2. Student and advisor meet to (a) discuss their responses and (b) come up with a final action plan
 - o If you completed this last year, start by reviewing the last action plan you developed.
3. The final action plan is shared with the thesis committee.
4. This form is uploaded to New Innovations by the student. Thesis advisors should also keep copies for their records.

A. Complete Online Surveys

To students: Please access and complete the survey at this link:

https://jhmi.co1.qualtrics.com/jfe/form/SV_dptC5y4l3SdHlGO

All questions in black are addressed to students. Upon submission of your responses, you will be able to save them as a PDF so that you can email them to your advisor.

To thesis advisors: Please access and complete the survey at this link:

https://jhmi.co1.qualtrics.com/jfe/form/SV_dptC5y4l3SdHlGO

All questions in blue and indicated by an asterisk are addressed to thesis advisors. Upon submission of your responses, you will be able to save them as a PDF so that you can email them to your student.

Please contact the CMP office if you need assistance with accessing the above links, or retrieving your completed surveys (they are saved in the CMP Qualtrics account).

B. Share with each other and discuss Completed Surveys

After sharing your completed questionnaires with each other, set a time to meet and discuss them.

Make sure to cover:

- Areas and skills on the table which you rated differently
- Areas and skills you would like to make a priority for development in the upcoming year
- Strategies and resources for identifying activities in the focus areas

C. Final Action Plan

After your discussion, and taking into consideration the action plans you each developed within your questionnaire, **write your final action plan below**, outlining project specific and professional development goals with an associated timeline.

Please share this plan with your thesis committee.

D. Record of Completion

The student completed the online questionnaire and shared with the thesis advisor on date: _____

The thesis advisor completed the online questionnaire and shared with the student on date: _____

Date of in-person meeting where conversation occurred about above: _____

Student Name: _____

Thesis advisor Name: _____

Student Signature: _____

Thesis advisor Signature: _____