



# California Institute of Integral Studies

## STUDENT PROFESSIONAL PLANNING TEMPLATE

This template is designed to help PhD students formulate a plan to meet their long-term educational and career goals. Consult with your advisor in formulating your plan, as it will be used by your program at the end of the year to assess your progress. Not all categories may be relevant; focus on those that are.

Submit a copy of the finalized plan to your program.

### 1. Long-term Goals

What are your academic and professional goals for the coming 5-10 year period? Have these goals changed since you first entered the program/last conducted this assessment?

### 2. Plans for the Coming Year

#### a) Coursework and Academic Milestones

##### a. Courses to be taken

For elective courses, please indicate how that course will help you meet your educational, career, and/or personal goals.

##### b. Milestones

Indicate what milestones you plan to achieve this year, such as completing coursework, passing comprehensive exams, having your dissertation proposal approved, etc.

#### b) Research and Writing

List your plans to present at conferences or other professional venues, papers that you are planning to submit for publication, and/or any original research projects you have underway.

#### c) Oral and Written Communication Skills.

Indicate any plans to develop your academic writing skills (e.g. Center for writing and Scholarship workshops, writing courses, tutoring, etc.) or your oral communication skills.

#### d) Teaching and/or Facilitation Skills

If your long-term goals include teaching or other types of group facilitation, please indicate your plans to develop these skills in the coming year.

#### e) Other Professional Development

List any other professional skills you plan to develop this year. Any skills relevant to your future career or community service goals can be included (e.g. web development, business plan, community outreach).

#### f) Departmental, Institutional, or Community Service

List any committees, involvement in professional/academic organizations, and community service.

#### g) Personal Transformation

How do you hope to grow personally and spiritually in this coming year? What types of activities will you engage in to support your growth?



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## STUDENT ANNUAL SELF-ASSESSMENT

Using the plan you created at the start of the academic year, reflect on the following:

### 1. ACCOMPLISHMENTS

**a) Coursework and Academic Milestones.**

How would you assess the quality of your coursework? What milestones have you achieved?

**b) Research and Writing.**

Did you present or publish any of your original research and writing? How did this go?

**c) Oral and Written Communication Skills.**

How have you developed your communication skills this past year?

**d) Teaching and/or Facilitation Skills.**

Did you develop your teaching and/or facilitation skills? Did you have a teaching assistantship?

**e) Other Professional Development.**

What other professional and service skills have you gained this past year? Did you have an internship?

**f) Departmental, Institutional, or Community Service.**

What types of service did you provide this past year? How did you grow through this service?

**g) Personal Transformation.**

How have you grown as a person this past year? How would you assess your development?

### 2. CHALLENGES

Please share any challenges you faced this year, particularly in areas where you did not meet your goals. Include academic, personal, and any other relevant challenges. How have you grown through these challenges? How do you plan to address these sorts of challenges in the coming years? What types of support do you need?

### 3. DEPARTMENTAL EVALUATION

Your advisor will discuss your self-evaluation with you in person.