

## My Annual Plan (MAP) for UCSF Graduate Students

This MAP is an annual planning tool to help you identify short- and long-term goals to help you make timely progress through your degree program and achieve your career objectives.

### Purpose

- To identify short-term goals in making timely progress toward completion of your degree.
- To identify long-term career goals and the steps necessary to meet those goals.
- To facilitate ongoing guidance conversations between you and your faculty adviser.

### Outline of the MAP process

1. **Look Back:** Review your progress in terms of research and professional training in the past year.
  - List accomplishments of the previous year and how they have helped you to make progress toward your goals.
  - Update and attach your CV. It's good to maintain a current CV for yourself (to apply for funding, internship, and/or job opportunities) and for distribution to faculty and others who might write letters of recommendation for you.
2. **Look Ahead:** Set goals for the next year.
  - Describe your career objective and re-visit it annually. It's okay if your career goals change as you advance through the program.
  - Set goals for projects within your degree program during the next year.
  - Set goals for progress toward your career objective.
  - Prioritize your goals and create a timeline for reaching them.
3. **Implement your MAP**
  - Meet with your adviser and/or thesis committee to discuss your MAP.
  - Revise, if necessary, based on this conversation.

### Progress Review: Research and professional training in the past year

- Describe your thesis project in one paragraph.
- Who are your primary research mentors? Are there other faculty with whom you would like to make connections, at UCSF or at other institutions?
- New areas of research or technical skills acquired in the past year
- Seminar presentations (title, department, where seminars was given, audience)

### ***Progress Review - continued***

- National or other professional meetings attended (indicate meeting title, oral or poster presentation)
- Funding (include fellowships and grants written/applied for/received, professional society presentation awards or travel awards, etc.)
- Publications
- What career exploration events or career preparation workshops did you attend?
- How successfully did you meet last year's goals? Are there any top-priority goals that you didn't meet? Why?
- At this point, what month and year do you expect to finish your degree?

### **Set goals and make plans for the upcoming year**

1. Research project and progress toward the PhD
  - Courses to take.
  - Research methods or technical skills to learn.
  - Plans for conducting your dissertation research this year (e.g., literature review, design of experiments, data analysis).
  - How will you write up and present your findings?
  - Grants, fellowships, or other funding opportunities to apply for?
  - Plans to attend any professional/scientific meetings and/or workshops? Plans to present a paper or poster.
2. Professional goals and career planning
  - Describe your current career goal(s).
  - What career exploration events or workshops will you attend this coming year?
  - Are you interested in doing an internship? If so, in what employment sector? How will you seek out such an opportunity?
  - Are you interested in doing any teaching? If so, in what capacity? How will you find teaching opportunities?
3. Create a month-by-month timeline for the next 12 months, taking into consideration time management for setting realistic targets for reaching research project and career goals.

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**Note:** For an online, more in-depth, skills assessment and career planning tool, go to [myidp.sciencecareers.org](http://myidp.sciencecareers.org).