**IDP Advisor’s Form**

**Student Name: Advisor Name: Year:**

**Advisors:** Complete this form annually for each of your students prior to your joint meeting about their IDP. We recommend you share your responses with them prior to your meeting to help facilitate conversation. Your students should also share their IDP with you before the meeting. You will complete an Action Plan together for the upcoming academic year (IDP form D.4).

1. List your expectations of the advisee and ways the advisee can improve over the coming year (scientific writing, time management, communication, etc.):
2. Do you feel this advisee’s progress is satisfactory? Take into account that all programs and projects progress at different rates, and considering your advisee’s goals set in last year’s IDP.
3. List any conferences the advisee you would like attend and contacts the advisee should make in the upcoming year.
4. List any professional development goals that you think your advisee should pursue for the upcoming year.
5. What actions do you think you could take to help the advisee meet the projected deadlines/expectations, etc.?
6. List any of your own known upcoming travel plans, teaching or other obligations (including lab and fieldwork) that your advisee needs to know about for planning purposes.
7. What are your expectations for students regarding regular meetings, working from home / office, etc.?
8. If there are other comments that you would like to make, please note them here: