

# NOAA Cooperative Science Center in Atmospheric Sciences and Meteorology (NCAS-M)

## Individual Student Development Plan (SDP)

**DIRECTIONS:** The **SDP** consists of five sections: **1) Background Information, 2) Annual Planning Form, 3) Mid-Year Progress Report, 4) Year-End Progress Report, and 5) Summer Progress Report.**

	<b>SDP Section</b>	<b>Description</b>
<b>1</b>	<b>Background Information</b>	To be completed by student at the <u>start of the fiscal year</u> to gather background and contact information.
<b>2</b>	<b>Annual Planning Form</b>	To be completed by student and approved by faculty advisor and NOAA mentor at the <u>start of the fiscal year</u> to plan student education and research activities for the upcoming year.
<b>3</b>	<b>Mid-Year Progress Report</b>	To be completed by student and approved by faculty advisor and NOAA mentor at <u>mid-year</u> to document accomplishments, challenges, and needs by mid-year (report will cover fall semester).
<b>4</b>	<b>Year End Progress Report</b>	To be completed by student and approved by faculty advisor and NOAA mentor at <u>year-end</u> to document accomplishments, challenges, and needs by year-end (report will cover spring semester).
<b>5</b>	<b>Summer Progress Report</b>	To be completed by student and approved by faculty advisor and NOAA mentor at the <u>end of the summer</u> (report will cover summer experience).

**Thank you!**

## Background Information

**Directions:** Please complete all items in this section.

1. Today's Date: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. NCAS-M Institution: \_\_\_\_\_
4. Phone: \_\_\_\_\_ 5. Email: \_\_\_\_\_
6. Semester/Year entered NCAS-M Program (e.g., Fall/2016): \_\_\_\_\_/\_\_\_\_\_
7. Cohort (or academic year entered the NCAS-M program) (*select one*)
  - a. Cohort 1, 2016-2017 \_\_\_\_\_
  - b. Cohort 2, 2017-2018 \_\_\_\_\_
  - c. Cohort 3, 2018-2019 \_\_\_\_\_
  - d. Cohort 4, 2019-2020 \_\_\_\_\_
  - e. Cohort 5, 2020-2021 \_\_\_\_\_
8. Degree and Degree Name (e.g., MS, Atmospheric Sciences): \_\_\_\_\_
9. Expected Date (Semester/Year) of Graduation (e.g., Spring/2018): \_\_\_\_\_/\_\_\_\_\_
10. Name of Faculty Advisor: \_\_\_\_\_
11. Name of NOAA Mentor: \_\_\_\_\_
12. Research Thematic Area<sup>1</sup>: \_\_\_\_\_
13. Title of Research Project: \_\_\_\_\_
14. Current Cumulative GPA: \_\_\_\_\_
15. Previous Semester's GPA: \_\_\_\_\_

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<sup>1</sup> 1) Process-level Understanding and Enhanced Modeling Capabilities, 2) Improved Quantification of Forecast Uncertainty, 3) Advancing the Development of High Resolution Models, 4) Integrated Social Sciences, 5) Effective Communication of Climate and Weather Risk

**ANNUAL PLANNING FORM<sup>2</sup>**  
**EDUCATION ACTIVITIES**

EDUCATION AND TRAINING REQUIREMENTS		ACTIVITIES
1.	<p><b>COURSEWORK:</b> List all courses you will enroll in during the current academic year (fall and spring).</p>	
2.	<p><b>RESEARCH:</b> List research activities you will be involved in during the academic year (fall and spring) <u>and</u> your role.  <i>(Students are required to attend one (1) professional meeting <u>or</u> research-related travel one time per academic year)</i></p>	
3.	<p><b>PROFESSIONAL MEETINGS/CONFERENCES:</b> List all professional meetings/conferences you will attend during the academic year (fall and spring).  <i>(Students are required to attend one (1) professional meeting <u>or</u> research-related travel one time per academic year)</i></p>	
4.	<p><b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> List the NERTO research activity for which you will apply or participate in during the academic year or summer at a NOAA facility <u>and</u> your role.  <i>(All <u>graduate</u> students are required to participate in one (1) NERTO experience as a NCAS-M fellow; All <u>undergraduates</u> must attend the applications training workshop for NOAA undergraduate summer programs <u>and</u> all <u>rising sophomores</u> must apply for a NOAA summer internship program)</i></p>	

<sup>2</sup> The **Annual Planning Form** should be completed at the start of the fiscal year. NCAS-M fellows should complete this form annually.

5.	<b>PROFESSIONAL DEVELOPMENT ACTIVITIES:</b> List the professional development activities you will participate in this year <i>(All students are required to participate in <u>three</u> professional development activities – <u>two</u> (2) center-wide professional development trainings and <u>one</u> (1) advanced research/skill training annually)</i>	
6.	<b>PUBLICATIONS:</b> List peer-review publications you will be working on during the academic year (fall and spring).	
7.	<b>PRESENTATIONS AT CONFERENCES:</b> List presentations you will present at professional meetings during the academic year (fall and spring), include dates, locations, and titles.	
8.	<b>SOCIAL SCIENCES INTEGRATION:</b> Describe how you will integrate social sciences in your research during the academic year.	

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

NOAA Mentor Signature \_\_\_\_\_

Date \_\_\_\_\_

### NCAS PROGRAM REQUIREMENT CHECKLIST

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in one time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least three professional development activities (i.e., two center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)

**MID-YEAR PROGRESS REPORT<sup>3</sup>**  
**EDUCATION AND RESEARCH ACTIVITIES**

ACADEMIC/RESEARCH DEVELOPMENT		RESPONSE	ACCOMPLISHMENTS	CHALLENGES	NEEDS
1.	<b>COURSEWORK:</b> List all courses you enrolled in during the fall semester.				
2.	<b>RESEARCH:</b> List research activities you were involved in during the fall semester <u>and</u> your role. <i>(Students are required to attend one (1) professional meeting <u>or</u> research-related travel one time per academic year)</i>				
3.	<b>PROFESSIONAL MEETINGS/CONFERENCES:</b> List all professional meetings you will attend during the fall semester. <i>(Students are required to attend one (1) professional meeting <u>or</u> research-related travel one time per academic year)</i>				

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<sup>3</sup> The **Mid-Year Progress Report** should be completed at mid-year (January for fall semester entrants or May for spring semester entrants).

4.	<p><b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> List the NERTO research activity for which you applied or participated in during the fall semester and your role.</p> <p><i>(All graduate students are required to participate in one (1) NERTO experience as a NCAS-M fellow; All undergraduates must attend the applications training workshop for NOAA undergraduate summer programs and all rising sophomores must apply for a NOAA summer internship program)</i></p>				
5.	<p><b>PROFESSIONAL DEVELOPMENT ACTIVITIES:</b> List professional development activities you participated in during the fall semester.</p> <p><i>(All students are required to participate in three professional development activities – two (2) center-wide professional development trainings and one (1) advanced research/skill training annually)</i></p>				
6.	<p><b>PUBLICATIONS:</b> List peer-review publications you worked on during the fall semester.</p>				
7.	<p><b>PRESENTATIONS AT CONFERENCES:</b> List presentations you will present at professional meetings during the fall semester, include dates, locations, and titles.</p>				
8.	<p><b>SOCIAL SCIENCES INTEGRATION:</b> Describe how you integrated social sciences in your research during the fall semester.</p>				

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

NOAA Mentor Signature \_\_\_\_\_

Date \_\_\_\_\_

**NCAS PROGRAM REQUIREMENT CHECKLIST**

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in one time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least three professional development activities (i.e., two center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)



**YEAR-END PROGRESS REPORT<sup>4</sup>**  
**EDUCATION AND RESEARCH ACTIVITIES**

ACADEMIC DEVELOPMENT	RESPONSE	ACCOMPLISHMENTS	CHALLENGES	NEEDS
<p>1. <b>COURSEWORK:</b> List all courses you enrolled in during the spring semester.</p>				
<p>2. <b>RESEARCH:</b> List research activities you were involved in during the spring semester <u>and</u> your role.  <i>(Students are required to attend one (1) professional meeting <u>or</u> research-related travel one time per academic year)</i></p>				
<p>3. <b>PROFESSIONAL MEETINGS/CONFERENCES:</b> List all professional meetings you will attend during the spring semester.  <i>(Students are required to attend one (1) professional meeting <u>or</u> research-related travel one time per academic year)</i></p>				

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<sup>4</sup> The **Year-End Progress Report** should be completed at the end of the academic year (or May).

4.	<p><b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> List the NERTO research activity for which you applied or participated in during the spring semester and your role.</p> <p><i>(All <u>graduate students</u> are required to participate in one (1) NERTO experience as a NCAS-M fellow; All <u>undergraduates</u> must attend the applications training workshop for NOAA undergraduate summer programs and all <u>rising sophomores</u> must apply for a NOAA summer internship program)</i></p>				
5.	<p><b>PROFESSIONAL DEVELOPMENT ACTIVITIES:</b> List professional development activities you participated in during the spring semester.</p> <p><i>(All students are required to participate in <u>three</u> professional development activities – <u>two</u> (2) center-wide professional development trainings and <u>one</u> (1) advanced research/skill training annually)</i></p>				
6.	<p><b>PUBLICATIONS:</b> List peer-review publications you worked on during the spring semester.</p>				
7.	<p><b>PRESENTATIONS AT CONFERENCES:</b> List presentations you will present at professional meetings during the spring semester, include dates, locations, and titles.</p>				
8.	<p><b>SOCIAL SCIENCES INTEGRATION:</b> Describe how you integrated social sciences in your research during the spring semester.</p>				

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

NOAA Mentor Signature \_\_\_\_\_

Date \_\_\_\_\_

**NCAS PROGRAM REQUIREMENT CHECKLIST**

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in one time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least three professional development activities (i.e., two center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)

**NCAS-M STUDENT DEVELOPMENT PLAN**  
**SUMMER PROGRESS REPORT FORM<sup>5</sup>**

NAME: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 FACULTY ADVISOR: \_\_\_\_\_ NOAA MENTOR: \_\_\_\_\_  
 ACADEMIC INSTITUTION: \_\_\_\_\_

**DIRECTIONS:** Please document your summer activities as it relates to the following areas: a) Academic Development, b) Professional/ Career Development, c) NOAA Experiential Research and Training Opportunity (NERTO).

	AREAS	ACTIVITIES (2017)		
		JUNE	JULY	AUGUST
1	<b>ACADEMIC DEVELOPMENT</b> (e.g., course work, seminars, research, publications)			
2	<b>PROFESSIONAL/CAREER DEVELOPMENT</b> (e.g., workshops, conferences, presentations)			
3	<b>NOAA EXPERIENTIAL RESEARCH AND TRAINING OPPORTUNITY (NERTO):</b> (NERTO research activity for graduate students or NOAA summer internship for undergraduates)			

<sup>5</sup> The NCAS Summer Progress Report Form is due by the end of the fiscal year or August 31.

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FACULTY ADVISOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOAA MENTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NCAS PROGRAM REQUIREMENT CHECKLIST**

**General:**

- You must maintain at least a 3.0 GPA every semester
- Have one faculty member advisor **and** one NOAA mentor (graduate students)
- Have one faculty advisor (undergraduate students)

**One Time Experience:**

- Participate in one time NERTO experience (graduate students)

**Annual:**

- Attend at least one professional meeting (aim to present) or research-related travel annually
- Participate in at least three professional development activities (i.e., two center-wide professional development trainings and one advanced research/skill training)
- Complete SDPs four times a year (planning form, mid-year, end-of-year, and summer)