

Welcome to the Stier Lab and UCSB!

We're so excited to welcome you to our community, and hope that your transition into our research group is as smooth as possible. To do that, and to help ensure your future success here, we've prepared a checklist and a few activities that will help pave the way for your first quarter. Feel free to ask Adrian any questions you may have for clarification!

Web Services

Slack (www.slack.com) – Communication/private messaging tool. It comes in a web platform, or as a desktop and phone app. We use this largely in lieu of email and to communicate more quickly and effectively. You can request access to the Stier lab group (stierlab.slack.com) and one of us will add you. Slack allows you to create private channels with particular lab members or groups of people based on projects you may be involved with.

Gmail (Connect) – Once you have your UCSB email and Connect account, we will sync you up with our Stier Lab calendar, which we use to keep track of people's schedules and relevant events. You can populate the calendar with vacation dates, seminars, meetings, or anything else you think everybody might be interested in knowing. We will also add you to the Stier Lab email list serv, which enables quick email to every lab member without typing individual names (stierlab@lifesci.ucsb.edu).

We use Google Drive - Cloud storage (tho limited with UCSB). Once you have your UCSB ID, log in and request that one of us send you an invitation to the Stier Lab shared folder. We often prefer the desktop app for Google Drive over the web app which can be clunky but is useful for searching for files. This functions similar to DropBox, and can be enhanced with a variety of add-ons, particularly Box Sync, which allows you to operate off of your desktop.

Software to Download

Zotero (<https://www.zotero.org/>) – Citation manager. Once you create an online account, send us your user name and we will invite you to relevant laboratory groups that we have created. You can also create your own citation library and share it with any collaborators or lab members that you please.

Ivanti

(<https://www.it.ucsb.edu/network-infrastructure-services/ivanti-connect-secure-campus-vpn>) – UCSB VPN connection, allows you to sign on to a UCSB server proxy from home to do literature searches and access library resources while not on campus

Files to review

Once you're connected to the Stier Shared Lab Folder in Box, be sure to familiarize yourself with the following files and folders. These will provide information that's either critical to the functioning of the lab or will provide resources that you may find useful during your first quarter and beyond:

- [Academic Advice Folder](#) – A variety of documents which will provide tips for varying stages of your academic career
- [Admin](#) – Contains important forms and administrative information
- [Consolidated Funding List](#) (in Funding folder) – provides list of fellowships and funding opportunities as well as deadlines and other relevant information
- [Resources](#) folder – A variety of helpful documents regarding a range of topics, as well as materials for creating figures and presentations
- [Stier Lab Inventory](#) – Can help you keep track of the lab's current inventory and identify equipment that may be missing that would be useful for your research
- [Stier Lab Working Agreement](#) – General principles for interpersonal interaction and guidelines for maintaining a good workplace culture in the lab. We will review and update the working agreement in the first lab meeting of the academic year, or more often as necessary
- [Stier Lab Manual](#) – Working document which keeps track of all manner of logistics and information about UCSB facilities, resources, and procedures
- [Stier Lab SCUBA Manual](#) – Working document which outlines guidelines and resources for local fieldwork with the lab and at UCSB

Miscellaneous

Pick up keys to the life sciences buildings (Noble, Bio II, etc) from Kurt in the EEMB store room, in the courtyard by the exterior Noble stairwell. He will need an email from Adrian specifically stating your name and the rooms that you need keys for, so be sure to have this sent at least 24 hours before you go to try and pick up the key. Joe will help you get connected with keys to the boatyard and aquarium space as necessary

Connect to Wifi – Once you have a lifesci account with UCSB, go to <https://www.lscg.ucsb.edu/> and request that you get help being connected to both wifi and Ethernet ports at least in your office. Ethernet will help a lot with upload speed for zooms. If you don't have an Ethernet port on your computer, you can purchase USB adaptors that you will need before your meeting with LSCG.

Professional Development Plan

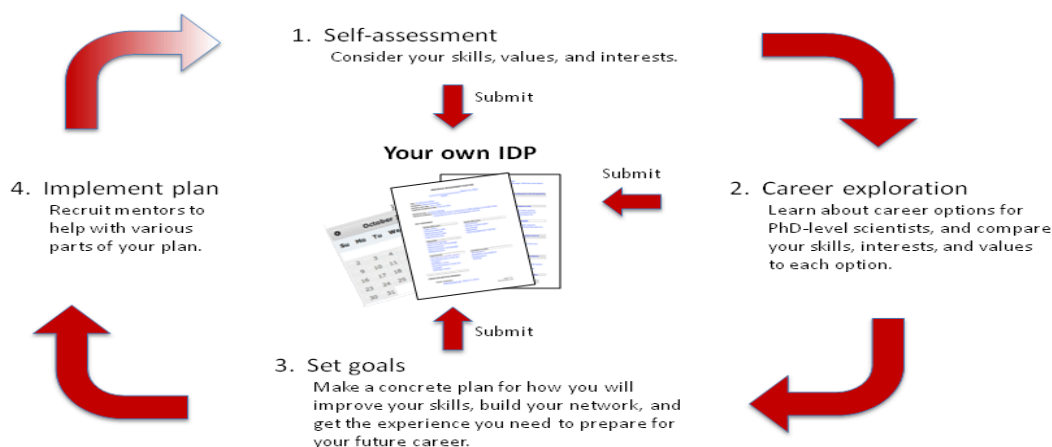


This form is intended to be a “living document”, which you access and update frequently. Your objectives, goal-setting, and intended outcomes will change with your circumstances, as well as your expectations on what you may achieve in a projected timeline. Don’t feel like you are committed to anything you list on this form, it’s not meant to be a “to-do” list, rather a self-generated documentation of your reflections and intentions that you can use to keep track of your progression through your position.

An Individual Development Plan (IDP) is a structured planning tool designed to help you:

- identify **long-term career goals** that fit with your unique skills, interests, and values,
- make a plan for **improving your skills**,
- set goals for the coming year to **improve efficiency and productivity**, and
- structure productive **conversations with your mentor(s)** about your career plans and development.

This module will guide you through the process of creating an IDP:



All of the following questions can be broken down into subcategories (e.g., research, writing, presenting, outreach, teaching, etc.). It may help you to answer each question separately for each subcategory. Add as much space you need after each question to adequately answer.

Self assessment: The first step in creating your PDP is to conduct a thorough self assessment. Complete the assessments at this link:

<https://myidp.sciencecareers.org/> (Skills, Interests, Values Assessment)

You can save the summary output as a screenshot for your future records.

Here are two other assessment sites you can also consult:

<https://grad.wisc.edu/professional-development/individual-development-plan/>

<https://grad.rutgers.edu/academics/individual-development-plans> (Part 2)

Use the information you've gained from these self-assessments as a guideline to answer the following questions. Keep a copy of the filled out forms or reports for your own reference to periodically compare with an updated self assessment. A combination of these assessments is available in the Resources folder of the Dropbox, which will allow you to save an excel version of your results as well.

What do you feel are your biggest strengths coming into this assessment (list at least 3)?

In which areas do you most want to improve during your time in the lab (list at least 3)?

Past Accomplishments

What are the biggest improvements you've made, skills you've learned, or steps you've taken in your professional development last year?

How did these developments compare to those you had anticipated or intended to make a year ago (if applicable, those listed on your previous year's Professional Development Plan)?

What goals, tasks, or skills that you had intended to achieve or improve do you not feel you adequately completed or made progress on over the previous year? What steps can you take to achieve those goals in the following year?

List your tangible (could list on a CV) outcomes from the previous year (publications, presentations, certifications, etc.)

Present Goals

What skills, techniques, methods, or approaches do you most need to be successful in your current position? Are these tools you already have, or ones you need to develop?

What are some steps you can take on a daily basis to ensure that you are maintaining good habits and making successful steps toward your goals and personal/professional development?

Weekly basis?

Monthly basis?

Yearly basis?

Future Goals

What is your “next step” career goal? What are the skills that you think will be most important for this job? Based on your self-assessment, are these skills you already possess, or ones you need to develop?

What is your final career goal? What are the skills that you think will be most important for this job? Based on your self-assessment, are these skills you already possess, or ones you need to develop? How are these different from the skills you will need for your “next step”

Goal-setting

Here is a tool for short and long-term goalsetting

<https://myidp.sciencecareers.org/CareerAdvancementGoals/QuickTips>

Use this form to keep track of your goals - you can frequently update it and add as many rows as you need. Keep the SMART guidelines laid out by AAAS in mind when listing your goals:

S – Specific – Is it focused and unambiguous?

M – Measureable – Could someone determine whether or not you achieved this goal?

A – Action-oriented – Did you specify the action you will take?

R – Realistic – Considering difficulty and timeframe, is this goal attainable?

T – Time-bound – Did you specify a deadline?

Category (Research, Teaching, etc)	Specific Goal	Timeline	Outcome (Paper, presentation, etc)	Achieved? (Y/N)

Resources for Development Planning and Goalsetting

AAAS - <https://myidp.sciencecareers.org/Overview/Summary>
Rutgers - http://rwjms.rutgers.edu/gsbs/student_affairs/documents/IDPRutgers.pdf
FSU - <https://gradschool.fsu.edu/professional-development/individual-development-plan-idp>
Berkeley - <http://grad.berkeley.edu/idp/>
Stanford - <https://biosciences.stanford.edu/current/idp/> - Has forms for separate years of PhD