

## Departmental Graduate Student Annual Activities Report/Graduate Assistant Application Form

All students must complete this form, including detailed accomplishment pages.

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Calendar Year Reporting For: \_\_\_\_\_ Year in program (1st, 2nd, 3rd, etc.): \_\_\_\_\_

Total Credits: \_\_\_\_\_ ANP: \_\_\_\_\_ Other MSU dept.: \_\_\_\_\_ Outside MSU: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Are you using this form to apply for a graduate assistantship? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**NOTE: If you have a department or university fellowship for next academic year, check NO. You do not need to apply for an assistantship.**

Please provide the following information:

|  |       |
|--|-------|
| <b>1st year students:</b> First Year Plan of Study submitted?                        | Y N   |
| <b>2nd + years:</b> Guidance Committee formed and Grad Plan completed?               | Y N   |
| IRB training completed (human subjects research)?                                    | Y N   |
| RCR requirement completed for <b>current academic</b> year?                          | Y N   |
| Date of last committee meeting (one per year required)                               | Date: |
| <b>3rd +years:</b> Expected date of written doctoral exams (or date taken)           | Date: |
| Expected date of proposal defense (or date defended)                                 | Date: |
| <b>All students:</b> List Incompletes and Deferred grades by course number and year: |       |

**Committee** (if formed): Please list the members of your committee.

1. Chair: \_\_\_\_\_
2. Member: \_\_\_\_\_
3. Member: \_\_\_\_\_
4. Member: \_\_\_\_\_
5. Optional Member: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
1st Yr. Advisor, Committee Chair, Chair's proxy\* Signature

**NOTE: First Year Advisor's, Committee Chair, or Chair's proxy\* signature is REQUIRED before this form will be accepted for either assistantship application or annual activities reporting.**

\*Guidance committee member assigned to take guidance committee chair's place if chair is unavailable

### Professional Accomplishments (summary)

Please summarize your accomplishments by entering numbers in the table below. These categories are roughly in rank-order of importance (that is, publications and grants “count” more than membership in a professional organization, and external grants are more prestigious than internal grants); however, the faculty also recognize that graduate students should be concentrating on different kinds of accomplishments at different times in their graduate program. Course performance and grades will be viewed more strongly during the 1st and 2nd years than advanced students.

When listing accomplishments, enter the *number* of accomplishments for each activity for the calendar year (for example, if you submitted two different manuscripts or grant applications, enter 2 in submitted, if you have one manuscript published or grant awarded, enter 1 in published or awarded.)

**1st year Students:** list only accomplishments starting from the date of the departmental graduate student orientation to December 31st.

**2nd + Year Students:** list accomplishments for the full calendar year reporting for.

**Post-fieldwork Students:** also submit a current CV with your application.

|   |   |
|---|---|
| <p><b>1. Peer Reviewed Publications*:</b></p> <p style="text-align: center;">submitted _____      published _____</p> <p style="font-size: small;">* If your publication is available online before it is printed, count either the online or print version ONLY ONCE as an accomplishment, regardless of whether they were published in different years.</p>     | <p><b>5. Conference Presentations:</b> _____</p>  |
| <p><b>2. Non-peer Reviewed Publications*:</b></p> <p style="text-align: center;">submitted _____      published _____</p> <p style="font-size: small;">* If your publication is available online before it is printed, count either the online or print version ONLY ONCE as an accomplishment, regardless of whether they were published in different years.</p> | <p><b>6. Conference Abstracts:</b> _____</p>  |
| <p><b>3. Technical and Case Reports:</b></p> <p style="text-align: center;">submitted _____      accepted _____</p>   | <p><b>7. Awards/Recognition::</b> _____</p>   |
| <p><b>4. Grants:</b></p> <p>a.) External grants</p> <p style="text-align: center;">submitted _____      awarded _____</p> <p>b.) Internal grants</p> <p style="text-align: center;">submitted _____      awarded _____</p>  | <p><b>8. Public Lectures:</b> _____</p> <p><b>9. Outreach:</b> _____</p>                            |
|   | <p><b>10. Conferences Attended:</b> _____</p>   |
|   | <p><b>11. Professional Enhancement:</b> _____</p>   |
|   | <p><b>12. Professional Organizations:</b></p> <p>a.) Service _____</p> <p>b.) Memberships _____</p> |

### Professional Accomplishments (detailed)

In the following sections, provide details for the accomplishments summarized in the table above. If you are submitting this for a graduate assistantship, you must attach supporting documentation for each accomplishment (e.g., photocopies of programs, brown bag flyers, written papers; letters of award; thank-you letters for outreach), and give dates for all entries.

- For all entries use the insert row or copy function to add rows as needed.
- Delete any sections that do not apply to save paper and space.

#### 1. Peer-Reviewed Publications (Print or Online)

List publications, indicating submitted and/or published date for each one. **If your publication is available online before it is printed, you may count either the online or print version ONLY ONCE** as an accomplishment, regardless of whether they are published in different years.

| Title | Publication | Author(s) | Status   |
|-------|-------------|-----------|--|
|       |             |           | Submitted on<br>(date) _____<br>Published on<br>(date) _____ |

#### 2. Non Peer-Reviewed Publications (Print or Online)

List publications, indicating submitted and/or published date for each one for the calendar year. **If your publication is available online before it is printed, you may count either the online or print version ONLY ONCE** as an accomplishment, regardless of whether they are published in different years.

| Title | Publication | Author(s) | Status   |
|-------|-------------|-----------|--|
|       |             |           | Submitted on<br>(date) _____<br>Published on<br>(date) _____ |

#### 3. Technical reports and case reports (Print and Online). If report is published as part of a specific ongoing series, move to non-peer reviewed publications.

| Title | Program/Agency | Author(s) | Status  |
|-------|----------------|-----------|---|
|       |                |           | Submitted on<br>(date) _____<br>Accepted on<br>(date) _____ |

#### 3. Grants

- a.) **External grant applications** (outside MSU funding). Indicate as submitted or awarded for each one. Enter the number of grant proposals submitted for the calendar year (for example if you submitted two grant proposals, enter 2 in submitted, if you have one funded, enter 1 in awarded).

| Agency | Title | Principal Investigator | Status                       |
|--------|-------|------------------------|------------------------------|
|        |       |                        | Submitted on<br>(date) _____ |
|        |       |                        | Awarded on<br>(date) _____   |

**b.) Internal grant applications** (MSU, College, Graduate School, Travel grants, language study). Indicate as submitted or awarded for each one. Enter the number of grant proposals submitted for the calendar year (for example if you submitted two grant proposals, enter 2 in submitted, if you have one funded, enter 1 in awarded).

| University unit | Title | Purpose | Status                       |
|-----------------|-------|---------|------------------------------|
|                 |       |         | Submitted on<br>(date) _____ |
|                 |       |         | Awarded on<br>(date) _____   |

**5. Conference presentations** (indicate your role as organizer, session chair, invited paper presenter, paper presenter, discussant, etc.)

| Date | Organization | Title | Role |
|------|--------------|-------|------|
|      |              |       |      |

**6. Conference abstracts published**

| Date | Organization | Title | Role |
|------|--------------|-------|------|
|      |              |       |      |

**7. Awards/Recognition for teaching, scholarship, or service.**

| Date | Organization | Award/Recognition |
|------|--------------|-------------------|
|      |              |                   |

**8. Public lectures that you presented** (invited class lectures, brown bag presentations, etc. NOTE: Do not list lectures delivered in a class for which you were the TA)

| Date | Class lectures/guest lectures/brown bag | Course | Professor (if applicable) |
|------|---|--------|---------------------------|
|      |   |        |                           |

**9. Outreach** (presentations; participation; blog posts; other assistance)

| Date | Type of outreach | Topic | Location |
|------|------------------|-------|----------|
|      |                  |       |          |

**10. Conferences attended but did not present**

| Date | Conference | Location |
|------|------------|----------|
|      |            |          |

**11. Professional enhancement classes that you attended** (including TA training, Graduate School workshops, computer training workshops, summer research, lab methods training, etc.)

| Date | Class or Course organizer | Presented by |
|------|---------------------------|--------------|
|      |                           |              |

**12. Professional organization(s)**

**a.) Service** (committees, offices held or other activities; including GSA)

| Date | Organization | Location | Position Held |
|------|--------------|----------|---------------|
|      |              |          |               |

**b.) Memberships** (including GSA)

| Date | Organization | Location |
|------|--------------|----------|
|      |              |          |

**Other relevant information:** Please provide any other information that you consider relevant to your record or your performance.