

## 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>submitted _____ published _____</p> <p>* 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>5. Conference Presentations: _____</p> <p>6. Conference Abstracts: _____</p>
<p><b>2. Non-peer Reviewed Publications*:</b></p> <p>submitted _____ published _____</p> <p>* 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>7. Awards/Recognition:: _____</p> <p>8. Public Lectures: _____</p> <p>9. Outreach: _____</p>
<p><b>3. Technical and Case Reports:</b></p> <p>submitted _____ accepted _____</p>	<p>10. Conferences Attended: _____</p> <p>11. Professional Enhancement: _____</p>
<p><b>4. Grants:</b></p> <p>a.) External grants</p> <p>submitted _____ awarded _____</p> <p>b.) Internal grants</p> <p>submitted _____ awarded _____</p>	<p>12. Professional Organizations:</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. **All students, regardless of funding status,** 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 (date)_____
			Published on (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 (date)_____
			Published on (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 (date)_____
			Accepted on (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 (date) _____ Awarded on (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 (date) _____ Awarded on (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.