

Departmental Graduate Student Annual Activities Report/Graduate Assistant Application Form

All students must complete this form, including detailed accomplishment pages and include supporting documentation.

Student Name: _____ Student NetID: _____

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:

1st year students: First Year Plan of Study submitted?	Y	N
2nd + years: Guidance Committee formed and Grad Plan completed?	Y	N
IRB training completed (human subjects research)?	Y	N
RECR requirement completed for current academic year?	Y	N
Date of last committee meeting (one per year required)?	Date:	
Minutes submitted to Graduate Program Coordinator (GPC)?	Notes Submitted? Y	N
3rd + years: Expected date of written doctoral exams (or date taken)	Date:	
Expected date of proposal defense (or date defended)	Date:	
All students: List Incompletes and deferred grades by course number and year:		

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

1. Chair: _____
2. Member/Co-Chair: _____
3. Member: _____
4. Member: _____
5. Optional Member: _____

Select if Co-Chair.

1st Yr. Advisor, Committee Chair, Chair's proxy* Signature **Date:** _____

Committee Co-Chair, Co-Chair's proxy* Signature (If applicable) **Date:** _____

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.

1. Peer Reviewed Publications*: Submitted _____ Published _____ * 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.	5. Conference Presentations: _____ 6. Conference Abstracts: _____
2. Non-peer Reviewed Publications*: Submitted _____ Published _____ * 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.	7. Awards/Recognition: _____ 8. Public Lectures: _____ 9. Outreach: _____
3. Technical and Case Reports: Submitted _____ Accepted _____	10. Conferences Attended: _____ 11. Professional Enhancement: _____
4. Grants: a.) External grants Submitted _____ Awarded _____ b.) Internal grants Submitted _____ Awarded _____	12. Professional Organizations: a.) Service: _____ b.) Memberships: _____

Professional Accomplishments (detailed)

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

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 _____ Published on _____ Submitted on _____ Published on _____

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 _____ Published on _____ Submitted on _____ Published on _____

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 _____ Accepted on _____ Submitted on _____ Accepted on _____

4. 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 _____ Awarded on _____ Submitted on _____ Awarded on _____

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 _____ Awarded on _____ Submitted on _____ Awarded on _____

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, bag lunch presentations, etc. NOTE: Do not list lectures delivered in a class for which you were the TA)

Date	Class Lectures/Guest Lectures/Bag Lunch	Topic	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	Organization	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.