**Brutus B. Buckeye**

*Curriculum Vitae*

|  |  |
| --- | --- |
| The Ohio State University  Department of xxx  Xxx Group  Division  Room Building  Street Address  Columbus, Ohio 43210  Phone xxx xxx-xxxx  E-mail xxxx.x@osu.edu | Home Address  Street Address  Columbus, Ohio 43xxx  Cell phone xxx xxx-xxxx  Permanent E-mail xxx@gmail.com |

**EDUCATION**

20xx Ph.D., The Ohio State University, Columbus, Chemistry Ph.D. Program

(expected) Advisor: xxx

Dissertation: xxx

20xx M.S., School, Location, Program

Advisor: xxx

Thesis: xxx

20xx B.S., School, Location, Major

Advisor: xxx

Honors Thesis: xxx

**RESEARCH EXPERIENCE**

**The Ohio State University**

20xx-20xx Graduate Research, Department, Supervisor

Brief Description

**TEACHING EXPERIENCE**

**The Ohio State University**

20xx Graduate Teaching Assistant, Class Name, Department

**PROFESSIONAL EXPERIENCE**

20xx Activity, Organization, (Location)

**AWARDS AND HONORS**

20xx Award, Organization

**GRANTS AND FELLOWSHIPS**

20xx-20xx Fellowship, Organization, Amount

**PUBLICATIONS**

Buckeye, B.B., Buckeye, B.B., and Buckeye, B.D. (Year) Title in sentence case. *Journal.* **Volume**, page-page, doi:xxx.xxxx/xxxxx.

**PRESENTATIONS**

2014 Buckeye, B.B. and Buckeye, B.B., Title in sentence case (type of presentation), Venue, Location.

**PROFESSIONAL MEMBERSHIPS AND ACTIVITIES**

20xx- Member, Society

**LANGUAGES**

* English (fluent)
* Language (ability, e.g., reading knowledge)

**CITIZENSHIP**

* Country
* U.S. visa status (if applicable)

**REFERENCES**

* Name, The Ohio State University, Department, Phone, E-mail (dissertation advisor)
* Name, The Ohio State University, Department, Phone, E-mail (advisory committee member)
* Name, The Ohio State University, Department, Phone, E-mail (advisory committee member)
* Name, The Ohio State University, Department, Phone, E-mail (advisory committee member)

**Brutus B. Buckeye**

*Annual Activity Report Supplement*

**CONFERENCES, MEETINGS, AND WORKSHOPS ATTENDED**

20xx Conference, Location

**FELLOWSHIP AND GRANTS APPLIED FOR BUT NOT AWARDED**

20xx Fellowship, Organization, Amount, Status

**CORE CLASSES (Classes listed at end of document for copy and paste purposes)**

AU14 Course Number, Course Name, XX credit hours, Grade

**CHEMISTRY ELECTIVES**

AU14 Course Number, Course Name, xx credit hours, Grade

**CANDIDACY**

Status (e.g., Advanced to candidacy, Date, or Aims approved, Date)

**POST-CANDIDACY RESEARCH-IN-PROGRESS PRESENTATION**

Venue, Date

**DEMOGRAPHIC INFORMATION**

Sex/Gender: Female, Male

Race: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White

Ethnicity: Hispanic or Latino, Not Hispanic or Latino

Economics: Economically Disadvantaged, First-Generation College Student

Disability: None, Specify

Veteran: Veteran (specify), Not a Veteran

**OTHER INFORMATION**

Year Information

**Brutus B. Buckeye**

*Annual Activity Report Signatures*

***Please be sure that all information from the last calendar year (Jan.-Dec.) is highlighted in yellow.***

Please print and sign this page. Submit a .pdf file of the scanned signature page, this complete .doc(x) file, and a .pdf of your current advising report, to [burke.247@osu.edu](mailto:burke.247@osu.edu) (and CC your advisor).

Please save the file name like this: lastname\_20xx\_activity\_report.doc

**Date of This Report:** Month Day, Year

**Student Signature Date**

**Advisor Signature Date**

**Chem Ph.D. Annual Activity Report**

*Instructions*

**Section I: Curriculum Vitae**

Please complete your full *curriculum vitae*. In general:

* Be sure to personalize any items in green and remove highlighting
* Use reverse chronological order throughout
* List the year or years at the left except as noted
* ***Highlight any items from the last calendar year (Jan.-Dec.) in yellow***
* Do not include explanatory text unless it is absolutely necessary
* Make sure the pages are numbered (bottom center)
* Use Arial 11 pt, 1 inch margins, and do not change the formatting. We need to be able to copy items into summary reports without extensive reformatting.
* You can delete any unused/blank sections in the C.V., but put them back in the same place if you need them later
* ***Check for spelling, grammar and accuracy***

Specific instructions:

Home Address.

* If you don’t have a suitable permanent email address, now is a good time to get one (from Gmail, etc.). It should be something professionally presentable (partydude2014@gmail.com is probably not a good choice).
* *While you’re at it, get a LinkedIn account, fill out your profile, and join the Department of Chemistry and Biochemistry group.*

EDUCATION

* List year conferred only, “(expected)” if not yet conferred
* If applicable, list your research advisor for each degree, and either a thesis title or a short description of your research topic (once sentence max.).

EXPERIENCE

* Create a **Lowercase Bold** subhead for each institution as needed
* Use a range of dates if appropriate
* A very brief (one sentence max.) explanation is appropriate for research experience. Only include such a description for teaching or professional experience if it is absolutely needed for clarity.
* Professional experience means a job relevant to your field, such as if you were employed doing scientific research. Do not list unrelated jobs, such as in retail.

PUBLICATIONS

* In this section, left justify each reference and put a blank line between them
* Use JBC format listing all authors and full title, but include a DOI for all entries. These are now listed on PubMed. See:
* http://www.jbc.org/site/misc/ifora.xhtml#references
* http://www.doi.org/
* Use PubMed journal abbreviations with periods
* If there are co-first authors, put a \* next to their names

PRESENTATIONS

* Underline the name of the person who gave the presentation. Typically, you would only list the presentation if you (or you and a co-presenter) gave the presentation.
* Specify if it is a poster, oral presentation, keynote address, panel discussion, etc.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

* This is the place to list memberships in national scientific organizations, activities you’ve done for scientific organizations or the university, and clubs that are professionally relevant
* Don’t list unrelated clubs for hobbies, sports, etc.
* Entries for membership and offices held or projects are customary
* For ongoing activities, list a range of dates

LANGUAGES

* If you are a U.S. citizen and only have ability in English, this section may be deleted.

REFERENCES

* For the purposes of this document, list the contact information for your dissertation advisor and three advisory committee members (if assigned).

**Section II: Report Supplement**

Like the C.V., all items should be cumulative with new items from the last calendar year highlighted in yellow.

CONFERENCES, MEETINGS, AND WORKSHOPS ATTENDED

* List conferences and meetings attended whether or not you gave a presentation.

FELLOWSHIP AND GRANTS APPLIED FOR BUT NOT AWARDED

* List any fellowship proposals that were not funded or are pending, and give the status (not funded, pending, etc.)

CORE CLASSES

* List the course information for your core classes by term (proteins, nucleic acids, molecular biology, enzymes, membranes, and metabolism, if applicable). Example:

AU14 CHEM 6110, Survey of Instrumental Methods, 1.5 c.h., A

CANDIDACY

* Give your candidacy status. Either list the date you advanced to candidacy, or the date of the last status update (such as Aims approved).

POST CANDIDACY RESEARCH IN PROGRESS PRESENTATION

* Give the venue and date of your post-candidacy research-in-progress presentation, if scheduled or if it has already occurred.
* If you are beyond your third year and this has not yet occurred, make a note of how you will remedy the situation.

DEMOGRAPHIC INFORMATION

* You are not required to provide this information, but it helps us identify announcements and opportunities specific to your situation, so we request that you provide as much information as possible.

OTHER INFORMATION

* You can include a note for each year with any additional important information (such as expected graduation date, petitions granted to change dates of required events, dates of approved personal, family or medical leave, etc.).

**Section III: Signatures**

Please update the date of the report, sign and have your advisor sign, and scan the signature page.

Send

* a .doc(x) file of the entire report,
* a .pdf file of the scanned signature form, and
* a .pdf of your current advising report (from BuckeyeLink)

to [burke.247@osu.edu](mailto:burke.247@osu.edu) and CC your advisor).

*Save this file as lastname-20xx-activity-report.doc(x)*

**Chemistry Class Numbers and Titles**

**Biochemistry**

BIOCHEM 5701, DNA Transactions and Gene Regulation, 4 credit hours

BIOCHEM 6701, Advanced Biochemistry: Molecular Biology, 3 credit hours

BIOCHEM 6706, Advanced Biological Chemistry Lab, 4 credit hours

BIOCHEM 6761, Advanced Biochem: Macromolecular Structure and Function, 3 credit hours

BIOCHEM 6762, Advanced Biochemistry: Enzymes, 1.5 credit hours

BIOCHEM 6763, Advanced Biochemistry: Membranes and Lipids, 1.5 credit hours

BIOCHEM 6764.01, Advanced Biochemistry: Metabolism, 1.5 credit hours

BIOCHEM 6764.02, Advanced Biochemistry: Metabolism, 3 credit hours

BIOCHEM 6765.01, Advanced Biochemistry: Physical Biochemistry, 1.5 credit hours

BIOCHEM 6765.02-Advanced Biochemistry: Physical Biochemistry. 3 credit hours

BIOCHEM 7766.01, Advanced Biochemistry: Nucleic Acids, 2 credit hours

BIOCHEM 7766.02, Advanced Biochemistry: Nucleic Acids, 3 credit hours

BIOCHEM 7770.01, Advanced Biochemistry: Protein Engineering, 1.5 credit hours

BIOCHEM 7770.02, Advanced Biochemistry: Protein Engineering, 3 credit hours

BIOCHEM 7775.01, Special Topics in Biophysical Chemistry

BIOCHEM 7775.02, Special Topics in Biophysical Chemistry, 3 credit hours

BIOCHEM 8821.02, Advanced Enzymology, 3 credit hours

BIOCHEM 8900.01, Advanced Biochemistry: Biomolecular NMR, 1.5 credit hours

BIOCHEM 8990, Advanced Topics in Biochemistry, 1-4 credit hours

**Chemistry**

CHEM 5420, Spectroscopy of Organic Compounds, 1.5 credit hours

CHEM 6110, Survey of Instrumental Methods, 1.5 credit hours

CHEM 6120, Analytical Data Treatment-Statistical and Numerical Analysis, 1.5 credit hours

CHEM 6310, Fundamentals of Coordination Chemistry, 1.5 credit hours

CHEM 6320, Synthetic Principles in Inorganic Chemistry, 1.5 credit hours

CHEM 6330, Group Theory and Bonding, 1.5 credit hours

CHEM 6340, Physical Methods in Inorganic Chemistry, 1.5 credit hours

CHEM 6410, Basic Organic Reaction Mechanisms, 1.5 credit hours

CHEM 6420, Stereochemistry and Conformational Analysis, 1.5 credit hours

CHEM 6430, Introduction to Organic Synthesis, 1.5 credit hours

CHEM 6440, Introduction to Physical Organic Chemistry, 1.5 hours

CHEM 6510, Quantum Mechanics and Spectroscopy, 1.5 credit hours

CHEM 6520, Thermodynamics, 1.5 credit hours

CHEM 6530, Kinetics, 1.5 credit hours

CHEM 6540, Introduction to Electronic Structure, 1.5 credit hours

CHEM 6550, Atmospheric Chemistry, 3 credit hours

CHEM 6780, Faculty Research Presentations, 1 credit hour

CHEM 6781, Laboratory Safety, 1 credit hour

CHEM 6782, Ethics in Scientific Research, 1 credit hour

CHEM 7120, Electrochemistry, 3 credit hours

CHEM 7130, Fundamentals and Techniques of Separation Science, 3 credit hours

CHEM 7140, Analytical Spectroscopy, 3 credit hours

CHEM 7150, Mass Spectrometry, 3 credit hours

CHEM 7160, Nuclear Magnetic Resonance Spectroscopy, 3 credit hours

CHEM 7170, Analytical Surface Science, 1.5 credit hours

CHEM 7320, Organometallic Chemistry, 1.5 credit hours

CHEM 7330, Solid State Chemistry, 1.5 credit hours

CHEM 7340, Diffraction Methods, 1.5 credit hours

CHEM 7350, Inorganic Photochemistry, 1.5 credit hours

CHEM 7360, Bioinorganic Chemistry, 1.5 credit hours

CHEM 7370, Nanochemistry and Nanomaterials, 1.5 credit hours

CHEM 7380, Inorganic Materials, 1.5 credit hours

CHEM 7430, Advanced Organic Synthesis, 1.5 credit hours

CHEM 7440, Kinetics, Catalysis, and Transition State Theory, 1.5 credit hours

CHEM 7450, Metals in Organic Synthesis, 1.5 credit hours

CHEM 7460, Advanced Organic Reaction Mechanisms, 1.5 credit hours

CHEM 7470, Computations Chemistry, 1.5 credit hours

CHEM 7520, Advanced Molecular Quantum Mechanics and Spectra, 3 credit hours

CHEM 7530, Spectra and Structure of Molecules, 3 credit hours

CHEM 7540, Chemical Dynamics, 3 credit hours

CHEM 7550, Statistical Thermodynamics, 3 credit hours

CHEM 7560, Introduction to Astrochemistry, 1.5 credit horus

CHEM 7570, Aerosol Science, 1.5 credit hours

CHEM 7580, Lasers, Optics, and Optical Instrumentation, 3 credit hours

CHEM 7590, Molecular Simulation of Materials, 3 credit hours

CHEM 8199, Advanced Topics in Analytical Chemistry, 1.5-3 credit hours

CHEM 8399, Advanced Topics in Inorganic Chemistry, 1.5-3 credit hours

CHEM 8499, Advanced Topics in Organic Chemistry, 1.5-3 credit hours

CHEM 8599, Advanced Topics in Physical Chemistry, 1.5-3 credit hours

CHEM 8699, Advanced Topics in Theoretical Chemistry, 1.5-3 credit hours

CHEM 8891, Analytical Chemistry Seminar, 1 credit hour

CHEM 8892, Biochemistry Seminar, 1 credit hour

CHEM 8893, Inorganic Chemistry Seminar, 1 credit hour

CHEM 8894, Organic Chemistry Seminar, 1 credit hour

CHEM 8895, Physical Chemistry Seminar, 1 credit hour

CHEM 8899, Doctoral Seminar, 1 credit hour

CHEM 8999, Thesis/Dissertation Research, 1-15 credit hours