**Chemistry PhD Program Annual Activity Report Instructions & Information**

1. Complete your full curriculum vitae using the template provided on pages 3-5 of this document.
   1. Override the information in the template with your personal information
   2. Use reverse chronological order throughout your CV
   3. Delete any information in the template that does not apply to you.
   4. Provide the location and date to the right of each event (as indicated on the template) except when the date is included as part of a publication or presentation citation.
   5. Highlight in yellow any items that occurred since you submitted your previous activity report
   6. Do not include explanatory text unless absolutely necessary.
   7. Do not change the font, font size, or document formatting unless absolutely necessary.
   8. Before submitting your report, please check for spelling, grammar, and general accuracy of events and dates.
2. Items to consider when completing the activity report:
   1. Please ensure that your personal email address is professional (e.g. (if your name was Brutus Buckeye) [Brutus.Buckeye@gmail.com](mailto:Brutus.Buckeye@gmail.com), [b.buckeye@gmail.com](mailto:b.buckeye@gmail.com)). Informal email addresses should not be included on a professional CV.
   2. If you do not already have a LinkedIn account, please consider getting one, adding it to your personal information at the top of your CV, and then be sure to update your profile regularly.
      1. Current OSU Chemistry graduate students and alumni can join the “OSU Chemistry Graduate Students and MS/PhD Alumni” group on LinkedIn.
   3. When completing the education section, list just the degree conferral date or, if not yet conferred, enter the date as “20xx (expected)”.
   4. If applicable, for each degree, list your research advisor and either a thesis title or a short description (one sentence) of your research topic.
   5. When completing the “Experience” sections:
      1. List a range of dates, if appropriate, to the right of the event
      2. A very brief (one sentence) explanation is appropriate for each research experience
         1. Only include such a description for teaching or professional experience if needed for clarity
      3. “Related Professional Experience” means jobs relevant to your field, such as previous employment as a scientific researcher. Do not list unrelated jobs, such as retail or restaurant, et.al.
   6. When listing publications:
      1. Left justify each reference and put a blank line in between them.
      2. Use the ACS Style Guide, 3rd Ed., format listing all authors and full title, but include a DOI for all entries.
         1. http://pubs.acs.org/doi/pdf/10.1021/bk-2006-STYG.ch014
         2. http://www.doi.org/
      3. Use CASSI journal abbreviations with periods.
         1. <http://cassi.cas.org>
      4. If there are co-first authors, put a “ \* ” next to their names
   7. When listing presentations:
      1. Underline the name of the person who gave the presentation.
         1. Typically, you would only list the presentation if you (or you and a co-presenter) gave the presentation.
         2. Specify the type of presentation (oral presentation, keynote address, panel discussion, poster presentation, etc.)
   8. Professional Memberships and Activities:
      1. List memberships in national scientific organizations, activities that you’ve done for scientific organizations or the University, and any clubs that are professionally relevant (NOBCChE, SACNAS, ChemTALKS, et.al.)
      2. Don’t list unrelated clubs for hobbies or sports.
      3. Entries for membership and offices held or projects worked on are customary
      4. For ongoing activities, list a range of dates.
   9. Languages
      1. If English is your only language, this section may be deleted.
      2. There are many scales on which language proficiency can be indicated. The scale indicated on this CV corresponds to the Interagency Language Roundtable (ILR) scale
         1. ILR Level 1 – Elementary Proficiency
         2. ILR Level 2 – Limited Working Proficiency
         3. ILR Level 3 – Professional Working Proficiency
         4. ILR Level 4 – Full Professional Proficiency
         5. ILR Level 5 – Native or Bilingual Proficiency
      3. Feel free to indicate proficiency using another scale (e.g. the DELF for French)
   10. References

For the purpose of the activity report, list the contact information for your research advisor and your advisory committee members.

|  |  |  |  |
| --- | --- | --- | --- |
| **BRUTUS B. BUCKEYE**  **buckeye.1@osu.edu** | | | |
|  | | | |
| The Ohio State University Department of Chemistry and Biochemistry  Room # Building Name  Columbus, OH 43210  OSU phone number (if applicable) | | | Current Street Address  Current Street Address 2  City, ST Zip  Phone number |
|  | | |  |
| **EDUCATION**  **Ph.D., The Ohio State University**  Chemistry Graduate Program  Dr. Firstname Lastname, Advisor  Dissertation:  **MS, Name of School**  Name of Program  Dr. Firstname Lastname, Advisor  Thesis:  **BS, Name of School**  Major  Dr. Firstname Lastname, Advisor (if applicable)  Honors Thesis: (if applicable)  Magna/summa/cum laude (if applicable) | | | Columbus, OH Date  City, ST Date  City, ST Date |
| **RESEARCH EXPERIENCE**  **Name of Institution (e.g. The Ohio State University or National Institutes of Health)** Your title (e.g. Graduate Research Associate) or name of program (e.g. Summer Research Opportunities Program (SROP)) Dr. Firstname Lastname, Advisor  Brief description of research topic  **Name of Institution** Your title (e.g. Graduate Research Associate) or name of program (e.g. Summer Research Opportunities Program (SROP)) Dr. Firstname Lastname, Advisor  Brief description of research topic  **Name of Institution** Your title (e.g. Graduate Research Associate) or name of program (e.g. Summer Research Opportunities Program (SROP)) Dr. Firstname Lastname, Advisor  Brief description of research topic | | | City, ST Dates  City, ST  Dates  City, ST  Dates |
| **TEACHING EXPERIENCE Name of Institution**  Your title (e.g. Graduate Teaching Associate)  Appointing Unit (e.g. Dept. of Chemistry & Biochemistry, Center for Life Sciences Education) Course taught  Course taught  **Name of Institution**  Your title (e.g. Graduate Teaching Associate)  Appointing Unit (e.g. Dept. of Chemistry & Biochemistry, Center for Life Sciences Education) Course taught  Course taught | | | City, ST  Semester(s)  Semester(s)    City, ST  Semester(s)  Semester(s) |
| **RELATED PROFESSIONAL EXPERIENCE**  **Name of Institution/Company**  Your title (if applicable)  Short description of duties  **Name of Institution/Company**  Your title (if applicable)  Short description of duties  **PROFESSIONAL MEMBERSHIPS & ACTIVITIES** Name of Organization/Activity  Name of Organization/Activity | | | City, ST  Dates  City, ST  Dates  Dates Dates |
| **AWARDS & HONORS**  **Name of Award/Honor**  Awarding Institution  **Name of Award/Honor**  Awarding Institution | | | Date  Date |
| **GRANTS & FELLOWSHIPS**  **Name of Grant or Fellowship**  Name of grant- or fellowship-awarding institution or organization  **Name of Grant or Fellowship**  Name of grant- or fellowship-awarding institution or organization | | | Date  Date |
| **PRESENTATIONS**  **Buckeye, B.B.** Title of Presentation. Type of presentation delivered at the Name of conference or meeting, City, ST, Month, Year.  **Buckeye, B.B.** Title of Presentation. Type of presentation delivered at the Name of conference or meeting, City, ST, Month, Year. | | | |
| **PUBLICATIONS**  **Buckeye, B.B.; Author 2; Author 3.** Title of article. *Journal Abbreviation* **Year**, *Volume,* Inclusive Pagination.  **Buckeye, B.B.; Author 2; Author 3.** Title of article. *Journal Abbreviation* **Year**, *Volume,* Inclusive Pagination. | | | |
| **LANGUAGES**   * English (indicate level of proficiency (Elementary Proficiency, Limited Working Proficiency, Professional Working Proficiency, Full Professional Proficiency, Native or Bilingual Proficiency)) * Language (level of proficiency) * Language (level of proficiency) | | | |
| **CITIZENSHIP**   * Country of citizenship * United States visa status (if applicable) | | | |
| **REFERENCES** | | | |
| Firstname MI Lastname, Ph.D.  Title  Department (if applicable)  Institution, company, or organization  Street Address  City, ST Zip code  Phone number  Email address | Firstname MI Lastname, Ph.D.  Title  Department (if applicable)  Institution, company, or organization  Street Address  City, ST Zip code  Phone number  Email address | Firstname MI Lastname, Ph.D.  Title  Department (if applicable)  Institution, company, or organization  Street Address  City, ST Zip code  Phone number  Email address | |