*Revised December 2014*

**GRADUATE STUDENT ACTIVITY REPORT**

(By January 2nd please send this form and your updated vita to Michael Nadorff)

**Please provide enough information for every item to make the nature of your activity clear. Don't be concerned that you have nothing to enter in many sections; this form is used by all students at all levels.**

**In completing the form, it is easier to read your entries if they are bolded, as opposed to appearing in the same form as the queries.**

**Report any problems in using this form to Michael Nadorff.**

**I. General**

Period covered by this report (typically the last semester):

Name:   Date:

Date of entry to MSU Graduate Program:

Adviser:

Graduate degree(s) held and date received:

I have entered all of my clinical hours into Time2Track and have confirmed their accuracy (please type your name as an electronic signature):

**II. Courses Taken**

1. List courses and seminars taken during the period covered by this report.

|  |  |  |  |
| --- | --- | --- | --- |
| Course # | Course Title | Instructor | Grade or  Anticipated Grade |
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1. Incompletes removed.  List course #, title, instructor, and grade received.

1. List any Incomplete grades received at any time in the program that have not been removed.

**III. Milestones Completed.**

List milestones (thesis or dissertation proposed/defended, prelim proposed/defended) completed during this reporting period (including date completed).

**IV. Research and Other Scholarly Activity** (Use APA style throughout this section.)

A. List articles published and in press. (Note: The designation of "in press" indicates acceptance of the article with no more revision required. The manuscript has been forwarded to the managing editor for publication.) For each entry in this category indicate the status of the entry in last semester’s report (e.g. submitted, in progress). Indicate the type of publication (article in a peer-reviewed journal, chapter in an edited book, book review, etc.).

B. List items submitted for publication and where they were submitted. Indicate whether the work has been listed in past semesters and, if so, note change in authorship, title, etc.

C. List papers and posters presented. Indicate whether the work has been listed in past semesters and, if so, note change in authorship, title, etc.

D. List papers and posters submitted and accepted for presentation. Indicate whether each entry is submitted or accepted. Also indicate whether the paper was invited and by whom. Indicate whether the work has been listed in past semesters and, if so, note change in authorship, title, etc.

E. List manuscripts in preparation. Indicate probable authorship and expected completion date. Indicate if the work has been listed in previous semesters and, if so, note changes in title, authors, etc.

F. List work in progress. Indicate stage of progress (e.g., design stage, data collection, analysis of data, etc.). Include probable authorship. Indicate whether the work has been listed in a previous semester and, if so, changes in title, authors, etc.

G. List any grants or contracts you received, including the source and the amount of money received.

1. List and describe your involvement in any research not reflected above (e.g., participation in research group, assisting with another person’s research, etc.)

I. Are you involved in any grant-supported research?

If yes, please describe your role:

**V. Teaching Activity**

A. List courses, classes, workshops for professionals, guest lectures, etc., taught. Describe the type of teaching activities (e.g., lab instructor, lecture, instructor of record, discussion leader). For workshops, guest lectures, and teaching other than as a teaching assistant in a formal course, note date and location of presentation.

1. Formal Teaching:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course | Sections | Title | Semester | Enrollment | Supervisor |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Other Teaching:
2. List names of students supervised as part of your research lab. Describe nature of supervision (e.g., type of project, number of hours a week supervising, meetings, etc.)

List any activities you engaged in to improve your teaching.

**VI.** **Professional Activity**

1. List conferences attended.
2. List workshops (other than those related to teaching, which should be listed above) taken, indicating content, location, and number of hours involved.
3. List thesis and dissertation proposals or defenses you attended (other than your own).

1. List on-campus presentations attended other than departmental colloquia.

1. List committees of which you were a member. These can range from departmental committees to national organizational committees.

1. List any other services provided to the Department, University, community, and profession. For example, reviewing or editing a journal manuscript, writing department policies, chairing task forces, organizing symposia for conferences, etc.
2. Describe your involvement in Interview Weekend activities (spring semester evaluation only).
3. List professional journals and newsletters to which you subscribe (including ones you receive automatically with membership in an organization).
4. List professionally relevant organizations to which you belong.

1. Describe any other systematic effort you've made to improve your own professional/academic/interpersonal skills this year, including when you began, how long continued, how accomplished, with what results, etc. (e.g., study skills, assertive behavior, peer relations, professional reading).
2. List anything related to professional development, involvement, or service that did not seem to fit under the previous sections.

**VII. Clinical or Other Applied Professional Activity**

1. List each practicum or clinical experience completed over the last semester. Indicate site, faculty consultant (if applicable), and on-site supervisor.

**VIII. Other**

1. List source of funding and funding supervisor:
2. List anything else the committee should take into account in evaluating your performance and progress for the semester.