

## 2<sup>nd</sup> Year Annual Report Guidelines for Chemistry Graduate Students

The following instructions pertain only to 2<sup>nd</sup> Year students and students taking their preliminary exams earlier or later than their 5<sup>th</sup>/6<sup>th</sup> semester.

Annual Reports and Individual Development Plans (IDPs) should be completed by the student, evaluated by the primary advisor and advisory committee members and emailed to the Main Office by the final day of the summer semester. The steps of the process are outlined below.

Because the 2<sup>nd</sup> Year Annual Report includes extra components to assist you in preparing early for your preliminary exams and requires that all members of your advisory committee complete evaluation forms, it may take a significant amount of time to create the documents and have them evaluated. We strongly encourage you to begin working on your report at the beginning of the summer to give yourself adequate time to complete all components of the report.

### For the 2<sup>nd</sup> Year Annual Report, you will need to create the following documents:

- **CV:**

The CV should be written in a style consistent with the type of position that the student plans to seek following completion of the degree.

- **Research Report:**

The 2<sup>nd</sup> year research report provides the foundation for the Dissertation Research Summary, which is one of the documents required for the preliminary exam. For that reason, students should spend extra time developing their report over the summer. As with the research report for other years, the 2<sup>nd</sup> year research report should summarize research questions and accomplishments and should set goals for research in the future.

The 2<sup>nd</sup> year report should be modeled on the format of JACS Communication with the appropriate listing of citations using ACS style. The report should be a minimum of 3 pages and conclude with a brief section on future research plans.

- **IDP (for the appropriate year):**

Templates for Individual Development Plans are available on the College of Science website at [www.science.purdue.edu/graduate/idp.html](http://www.science.purdue.edu/graduate/idp.html). Click on "Chemistry" in the left-hand column. There are three different forms, one for first-year, one for second-year, and one for third-year and beyond. Students taking their preliminary exams early or late should complete the IDP for their respective year.

- **"One Page"/Specific Aims Document**

The purpose of Specific Aims document is to help students work towards preparing their original proposal idea early, and to get committee feedback before the formal report is written. This document will also serve as a model/tool for introducing students to the level of academic writing and ideas that the faculty will expect to see in their original proposals.

As with the Original Proposal, you should write on a topic that 1) has not been previously investigated, 2) does not **directly** relate to your current research, and 3) does not rely solely on techniques you are currently learning/implementing. The idea must originate from you, rather than your advisor or a member of your committee. You should ask your advisor how unrelated the topic should be from your research, as divisions might have different expectations on that point.

Unlike the Original Proposal, your idea for the Specific Aims document does not need to be completely thought out, nor should it attempt to outline a full program or address every questions that might be related to the topic.

Committee members will read the Specific Aims document and may provide some feedback to students prior to receiving the final Original Proposal document. There is a check box on the annual report cover sheet where the committee members will acknowledge that they have received and read this plan. It is their option to provide feedback to the student if the topic does not look suitable either due to being overly similar to the thesis research described in their 2nd year report or due to low significance. Providing feedback to the student is encouraged as identifying issues with topic selection after the full proposal is written is disruptive for students and committee members alike.

The topic of this one-page document is flexible and the student isn't bound to the topic if they later deem it no longer appropriate after additional research and consultation with committee members.

You will also receive feedback from your advisor and committee members via Evaluation Forms that each advisory committee member will need to complete.

### **Annual Report Submission and Evaluation Process:**

1. Discuss with your advisor a deadline for submitting your annual report documents. This deadline may be several weeks before the final departmental deadline, to allow time for review and discussion. Students should ask their advisor what the deadline will be at the beginning of the summer.
2. Once you've completed your **four annual report documents**, save them as PDFs. Your PDFs should be saved using the following name convention: LastName, FirstInitial, 2nd Year, [DocumentType]. For example, a CV would be saved as Ryan, D, 2<sup>nd</sup> Year, CV.
  - a. In addition, complete the top form fields of the Committee and Primary Advisor Evaluation Forms (up until the evaluation section). Save one copy of the advisor form (LastName, FirstInitial, 2nd Year, AdvisorEval) and a copy of the committee form (LastName, FirstInitial, 2nd Year, CommitteeEval).
3. Email your Annual Report documents and Advisor Evaluation Form to your Advisor for their review. Email your Annual Report documents and Committee Member Evaluation forms to each of your committee members. It is recommended that you send each committee member a separate email.
4. Once your advisor completed their evaluation you should meet with them to discuss the report and their feedback. At that time, you and your advisor will sign the evaluation and you should keep a copy of the completed/signed evaluation.
5. Your committee members should email completed copies of their evaluations directly to you.

### **Filling the Plan**

6. Email the complete Annual Report and Evaluations to the Main Office, [chemoffice@purdue.edu](mailto:chemoffice@purdue.edu), by the department's deadline.

**Note:** It's preferred that all evaluations are included with the report when you submit it to the main office, but if one committee member is late in getting their evaluation back to you, you can turn that eval into us later.

1. The Main Office will file the documents electronically. The Main Office will make annual reports and evaluations for any year available to the Student, their Primary Advisor, and Committee Members upon a request emailed to [chemoffice@purdue.edu](mailto:chemoffice@purdue.edu)

