

Annual Report Guidelines for Chemistry Graduate Students

Important Note to 2nd Year PhD students and students taking their preliminary exams earlier or later than their 5th/6th semester: Please review and follow the instructions included in the "2nd Year Annual Report Guidelines" document instead of these guidelines.

Annual Reports and Individual Development Plans (IDPs) should be completed by the student, evaluated by the primary advisor and submitted to the Main Office **by the final day of the summer semester**. The steps of the process are outlined below. This may take significant time so we encourage you to work on your plan throughout the summer.

Every student will create the following documents for each annual report:

- **CV:** For all years, 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:** All research reports should summarize research questions and accomplishments and should set goals for research in the following year. Year-specific requirements include:
 - First year: Two pages maximum
 - Second year: See the "2nd Year Annual Report Guidelines" document
 - Third year: Five pages maximum
 - Fourth year and beyond: Five pages maximum. The report should include a timeline for completion of the degree, and an outline of the planned dissertation.
- **IDP (for the appropriate year):** Templates for Individual Development Plans are available on the College website at www.science.purdue.edu/graduate/idp.html. Please read through the information and instructions provided and then 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. Choose the template for your year and complete your IDP.

Students will receive feedback from their advisor through a Primary Advisor Research Evaluation form, which you will provide to your advisor along with your Annual Report documents.

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 **three annual report documents**, save them as PDFs. Your PDFs should be saved using the following name convention: LastName, FirstInitial, [Year in Program], [DocumentType]. For example, a CV would be saved as Ryan, D, 3rd Year, CV.
 - a. In addition, complete the top form fields of the Primary Advisor Evaluation Form (up until the evaluation section) and save the file as LastName, FirstInitial, 2nd Year, AdvisorEval.
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.

Filling the Plan

1. Email the complete Annual Report and Evaluation to the Main Office, chemoffice@purdue.edu, by the department's deadline.
2. The Main Office will file the documents electronically and will make annual reports and evaluations for any year available to the Student, their Primary Advisor, and Committee Members upon emailed to chemoffice@purdue.edu.