

## Vanderbilt Graduate Student Vita

Name  
Department  
Phone number(s)  
Fax number(s)  
Email Address

Office  
Address

Home  
Address

I. Describe your time at Vanderbilt, including the semester/year you entered the program you are in now and your anticipated completion date.

### II. Education and Experience

#### Education

(for each institution attended)

- list name and location
- list area of specialty
- list degree

#### Professional Experience

- list employment experiences, including current role(s) at Vanderbilt, including locations and dates of engagement

### III. Description of Work at Vanderbilt

#### Areas of Academic Interest

- list and describe

#### Methods Sequence

- Completed or in progress
- Projected

#### Research Assistantships

- Take a few paragraphs to describe your professional work at Vanderbilt, including information about whom you are working with and what you are doing.

#### Dissertation

- Take a few paragraphs to talk about your dissertation—or dissertation plan; the further you are into your program, the more you should have to say.

#### IV. Scholarship at Vanderbilt

##### Conferences

###### Attended

- list, with location, dates, and any support that you received to attend

###### Attended and Presented Papers

- list authors of paper and paper title
- list conference, location, dates, and any support to attend

##### Publications

###### Being developed

- list, with names of authors

###### Under review

- same as above but include publication venue

###### In Press/Published

- same as above; include reference material if published (e.g., date, volume, number, pages)

###### Future plans

- talk a little about what you are thinking about doing in the next couple of years

#### V. Teaching Experiences

##### Teaching Assignments

- List each teaching experience in which you have participated since your arrival at Vanderbilt; carefully describe your role in each assignment; include particulars for the class (name, number, enrollment, level, etc.)

##### Development Activities

- Briefly describe any development activities in which you are (or have been) engaged to develop your instructional expertise.

#### VI. Grant Activity

##### Internal (to Vanderbilt)

- Describe any funding for which you have applied; provide full information (e.g., from whom amount, for what purpose, and so forth); note whether request was successful.)

##### External

- Same information as above

#### VII. Rewards and Recognitions

- List full information on any award or other recognition you have earned since enrolling at Vanderbilt (including Vanderbilt scholarships) by the following areas:

##### Departments

##### College/University

External

VIII. References

- List all faculty members who you believe know your work well enough to write a strong letter for an employment application; you will need 3-4 by the time you graduate.

IX. Career Plan

- Talk about where you see yourself professionally over the next 10 years.