# Instructions for Completing the
# PULSe Student Advisory Committee Report

**Rules and Regulations for PULSe Advisory Committee Meetings**
With the specific purpose of helping you upgrade the quality of research by critical discussion, an Advisory Committee Meeting is scheduled by you at least once a year commencing at the start of the second year of residence.

Students will be responsible for arranging their meeting and may schedule the meeting any time prior to the deadline.

A typed PULSe Student Advisory Committee Report is to be prepared and distributed to the Advisory Committee and to the PULSe office using the following sequence and format <u>at least two weeks prior to each meeting</u>.  Although there is no minimum or maximum page length requirement for the reports and reports will vary from student to student, it is recommended you check with your advisory committee members on the appropriate page length limit.

The required contents of the report are as follows:

**Section I:  List of Advisory Committee Members**
**Committee Chair _____**
**Committee Member _____**
**Committee Member _____**
**Committee Member _____**

**Section II:  Professional Accomplishments**
- **Publications** (List all published or in press articles in research, teaching, outreach, or popular outlets.)
- **Presentations** (List all oral and poster presentations to research, teaching, outreach, or popular audiences.)
- **Invited Presentations** (List all invited presentations to research, teaching, outreach, or popular audiences.)
- **Teaching** (List and indicate role in any course in which you taught, served as TA, or provided a guest lecture.)
- **Funding** (List any funding you applied for and what was awarded.)
- **Awards** (List any awards you received for research, teaching, outreach, or service activities.)
- **Workshops** (List any professional workshops you organized, served as a presenter, or attended.)
- **Service** (List participation in professional societies, on committees, or as a reviewer for a journal or granting agency.)
- **Other** (List any service as an officer for professional or campus groups, establishment of patents, etc.)

**Section III. Research Summary**
- **Statement of the Problem and Objectives**
- **Significance of the Problem**
- **Changes in Objectives**
- **Summary of Completed Work**
- **Summary of Work Attempted (complete/successful; incomplete/unsuccessful)**
- **References (include proper citations)**
- **Research Plan**
- **Anticipated Date of Completion**

**Please submit an electronic copy of the PULSe Student Advisory Committee Report to https://purdue.ca1.qualtrics.com/jfe/form/SV_3gVgjDSY6LURfAp at the time the report is provided to your Advisory Committee (at least two weeks prior to the meeting).**  This information will be placed on file in the PULSe office along with other material pertaining to your progress toward the degree objective.

NOTE:
*Registration for the next semester cannot be completed until your Advisory Committee Meeting is held and the appropriate paperwork is on file.*