**Southeastern Branch John Henry Comstock Award**

**Cover page**

**Required information:**

Year and name, address, telephone number, and email address of nominee

[This page can be designed according to your preference]

**Letter of nomination:**

This letter needs to be from the department administrator or graduate advisor

**Curriculum vita**

1. Name, address, telephone number, and email address
2. **Academic Record**

Education beginning with reverse chronological order institution, including:

Dates of attendance

Degrees awarded

Institutions granting degrees

Thesis title,

Graduate advisor's name

GPA (0-4 scale).

Include official transcripts of graduate records (student copies permitted)

1. **Relevant employment**

List all positions and dates of employment in reverse chronological order, and provide a brief summary of responsibilities

1. **Research and Extension Experience**

In this section briefly describe any research and extension experience, not acquired as part of degree requirements and not indicated by publications. Divide into two parts, with the first entitled ‘**Research**’ and the second **‘Extension**.’

1. **Teaching experience**

List in reverse chronological order courses you taught, including title, course number, and dates you taught the course. Divide into two parts, first listing courses for which you were the lead instructor, then courses for which you were a teaching assistant.

1. **Research support**

Divide into four sections:

1. Internships
2. Fellowships
3. Funded competitive grants
4. Cooperative agreements.

For each, include the sponsor (where appropriate), amount, and duration of support. Briefly describe your contribution to the project.

1. **Refereed publications**

Divide into two sections:

1. Refereed Publications (**student as senior author**)
2. Refereed Publications (**student as junior author**)

Include only those published or in press. Papers in press require a copy of the acceptance correspondence. Briefly describe your contribution to each publication. Do not include papers in preparation or submitted

1. **Non-refereed publications**

Divide into two sections:

1. Non-Refereed Publications (**student as senior author**)
2. Non-Refereed Publications (**student as junior author**)

Including only those published or in press. Papers in press require a copy of the acceptance correspondence. Briefly describe contribution to each publication.

1. **Presentations**

Divide into five sections:

i) Professional Meeting Contributed **(student as senior author)**

ii) Professional Meeting Contributed **(student as junior author)**

iii) Invited Presentations at professional meetings

iv) Presentations to industry groups and members of the public

v) Presentations to your department

1. **Professional Service**

Divide into seven sections. Provide dates of service for each group

i) Professional Society Memberships

ii) Offices Held in Professional Societies

iii) Advisory Committees: indicate whether or chair or member; briefly describe responsibilities

iv) Working Groups: indicate whether chair or member; briefly describe responsibilities

v) University Committees

vi) College Committees

vii) Departmental Committees

1. **Honors and awards**

* Academic
* Professional
* Research, or service

**Thesis and dissertation research abstracts**,

(limited to two pages)

**Letter of Recommendation**

- Graduate Faculty Member familiar with the student’s work (required)

Letter should evaluate the student’s scholastic achievements and contributions to their institution, research field, and the science of entomology. No additional letters should be included, as they will not be considered