

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER, NEW ORLEANS
SCHOOL OF ALLIED HEALTH PROFESSIONS
1900 GRAVIER STREET
NEW ORLEANS, LA 70112

FACULTY CURRICULUM VITAE: INSTRUCTIONS

GENERAL INSTRUCTIONS:

1. Headings and format are provided within the fillable CV form.
2. Publication reference style
 - a. When listing publications, use the Publication Manual of the American Psychological Association (APA) style. However, single space within a citation, and double space between citations.
 - b. If a publication is not yet in print, indicate accepted and date accepted; if currently in the hands of an editor or publisher, indicate submitted and date submitted.
3. Include dates where relevant, e.g., offices held, professional experience.
4. At very end of CV, indicate date CV was last revised

I. **CV HEADING** (Center and list each item on a separate line)

- A. Curriculum Vitae (Title of document; put in capital letters; 14 size font)
- B. Name and academic and/or professional credentials
- C. Academic title
- D. Department
- E. School
- F. Institution
- G. Street address
- H. City, state, zip code
- I. Telephone number
- J. E-mail address

Example:

CURRICULUM VITAE

Leslie Watson, Ph.D, LOTR
Associate Professor
Department of Occupational Therapy
School of Allied Health Professions
LSU Health Sciences Center
1900 Gravier Street
New Orleans, LA 70112
(504) 568-1234
watson@lsuhsc.edu

II. BACKGROUND (Remember: Roman numeral items are not headings)

Education and Training (Chronologically listed with most current on top; indicate year attained in left-hand field)

Professional Experience/Employment History (Chronologically listed with most recent on top; indicate initial year of appointment in left-hand field)

Certification/Licensure (Indicate year attained in left-hand field)

Professional Organization Memberships (Indicate initial year of membership in left-hand field)

III. RESEARCH & SCHOLARSHIP

Publications (Complete bibliographical information using the Publication Manual of the American Psychological Association (APA) style; if not yet in print, indicate accepted and date accepted, or submitted and date submitted)

Other Scholarly/Creative/Artistic Contributions (e.g., Web-based materials, CD-DVD-ROM, films, etc.)

Professional Presentations (Include authors, title, name of organization, location, and dates in chronological order with most recent listed first)

Awards, Prizes, Lectureships

Contributions to Juried or Refereed Publications (e.g., Editor, associate editor, reviewer)

Grants and Contracts Funded (Source, funds, dates, other pertinent information)

Major Areas of Research Interest

IV. TEACHING

Courses Taught Current Year

- Include courses taught from June 30 to July 1 of most recent completed fiscal year
- (Include course title, program, institution, location, role in course)

Courses Taught Prior Year

- Include courses taught from June 30 to July 1 of previous completed fiscal year
- (Include course title, program, institution, location, role in course)

Thesis and Dissertation Projects (Indicate student's name, title of project, department, school, institution, thesis or dissertation, graduation date, and your role, e.g., chair, committee member)

Directed Student Research Projects (Indicate student name(s), title of project, department, school, institution, type of project, graduation date, and your role, e.g., chair, committee member, research advisor)

V. SERVICE

Professional Organization Service (Indicate offices/roles held, e.g., national organization president, state organization treasurer; in the case of committees, indicate name and whether served as member or chair)

Academic Service (Indicate offices held, e.g., Faculty Assembly Representative, Faculty Senate Member, Grant Reviewer; in the case of committees, indicate name of committee and whether served as member or chair of committee)

Public Service (Indicate offices held; in the case of committees, indicate whether chair or member)

Revised 8/16/2011