**See Dr. Scott’s Plunk’s resources page for information on preparing the vita and several templates** [**https://www.csun.edu/plunk/resources.html**](https://www.csun.edu/plunk/resources.html)

**Rubric for Curriculum Vitae**

|  |  |
| --- | --- |
| Check | Performance |
|  | 1. Proof read and does not have spelling or grammatical errors |
|  | 1. Edited to take out unnecessary words to keep CV concise |
|  | 1. Kept CV very relevant to goals and objectives in behavior analysis (e.g., applying for a position as a supervisor or going on to PhD programs) |
|  | 1. Kept style and font simple, professional, and easy to read (did not reduce the font size below 10pt Arial) |
|  | 1. Selected chronological and/or functional CV (see page 7 of RACC document) |
|  | 1. Personal details and contact information is professional (e.g., no, [doubleDmama@yahoo.com](mailto:doubleDmama@yahoo.com) or preferably not a personal home address) |
|  | 1. Included the general subheadings of contact info, education, professional certifications, and work experience (which includes internship or volunteerships) |
|  | 1. Overall organization shows the student reviewed the examples I provided (i.e., the overall organization makes sense) |
| Education | |
|  | 1. Listed chronologically |
|  | 1. Included the full correct names of the institutions attended |
|  | 1. Included geographic location (town/city) of each institution |
|  | 1. Included the dates of attendance or date of graduation |
|  | 1. Included the honors, if any, or qualifications gained (if N/A check mark) |
|  | 1. Correctly stated the name of our program! |
|  | 1. For M.S. in ABA, placed “Expected Graduation Date, July xxxx) |
| Professional Certifications | |
|  | 1. Mentioned CPU, PCM, CPR, or other *related* certifications (if N/A check mark) |
|  | 1. For BCBA, did not state “expected date” because they have to sit and pass the exam. Similarly, did not state “Exam date XX”, “Anticipated Exam Date XXX”, or “Eligible to sit for exam XXX date”. Instead, stated “All BACB educational and experience requirements to sit for the exam met (or will be met) by XXXXX” |
| Employment or Work Experience | |
|  | 1. Listed *related* experience |
|  | 1. If they worked at the same place for some time but were promoted, they separated their experience by title of position to make the promotions (and the differences between the roles and responsibilities) stand out. See Denice Rios’ CV on her ePortfolio for a good example of this. |
|  | 1. Stated roles and responsibilities of each experience in past tense if they were in the past and in present tense if you they are still accruing this experience! |
|  | 1. Included dates of employment such that progression or work experience over time is clear |
|  | 1. Achievements (e.g., Honors, Awards, Publications)    1. See Marnie Shapiro’s CV for a good example listed honors and awards    2. See one of the academic’s CVs for a good example of how to list your publications (including posters and symposia) |
|  | 1. Professional Activities    1. Listed any/all associations to which they belong for professional development |
|  | 1. References    1. Listed relevant professional references (they should have asked the references if this would be okay). |
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