

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Computer Science and Artificial Intelligence Laboratory
Summary Sheet

Date: Date Filled In

(*Full*) Name: Your Name Here

Department: Computer Science and
Artificial Intelligence Laboratory

Date of Birth: Month Day, Year

Education: *List in chronological order by degree, bachelor's degree first*

School	Degree	Date
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Academic Appointments:

Title	Institution	Dates
N/A		

Other Relevant Experience

Title	Institution	Dates
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Summary:

Professional Statement of Your Name Here
Not more than one page

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Computer Science and Artificial Intelligence Laboratory
Personnel Record

Date: Date Filled In

(Full) Name: Your Name Here

Department: Computer Science and
Artificial Intelligence Laboratory

1. Date of Birth: Month Day, Year

2. Citizenship: US

If not a US citizen, indicate immigration status

3. Education: *List in chronological order by degree, bachelor's degree first*

School

Degree

Date

4. Title of Thesis for Most Advanced Degree:

5. Principal Fields of Interest:

6. Name and Rank of Other Laboratory Members in the Same Field: *List alphabetically by rank*

7. Name and Rank of Faculty in Other Departments in the Same Field:

8. Non-MIT Experience (including military service): *List chronologically by starting date. Include part-time and summer jobs while in college if professionally relevant.*

Employer	Position	Beginning	Ending

9. **History of MIT Appointments:** *List chronologically by starting date; include appointments such as Instructor or Instructor-G, but not teaching or research assistantships. Include postdoctoral appointments, Lincoln Laboratory appointments, and appointments such as laboratory director, etc. Omit "Electrical Engineering," etc. from titles.*

Rank	Beginning	Ending
Research Scientist		

10. **Consulting Record:** *List chronologically by start date*

Firm	Beginning	Ending

11. **Department and Institute Committees, Other Assigned Duties:** *List chronologically by starting date; include activities such as committees, counseling, graduate admissions, etc. Distinguish between department, laboratory, and Institute activities. Do not include thesis or UROP supervision.*

Activity	Beginning	Ending

12. **Professional service:** *List chronologically by starting date. Include positions such as committees, program chair, etc.*

Activity	Beginning	Ending

13. **Awards Received:** *List chronologically; include teaching awards and competitive fellowships, such as Hertz and NSF. Do not include MIT-administered fellowships, research grants or honorary societies. List honorary societies under item 14.*

Award	Date

14. **Current Organization Membership:** *Unless an abbreviation is widely known, spell out names of organizations. Include professional honorary societies.*

Organization	Offices Held if any; include dates. These are elected offices only; positions such as program chair are listed in category 12.)

15. **Patents and Patent Applications Pending:** *List chronologically by date of issue or filing. Number each item.*

1. Krishna A. Bharat and Robert C. Miller. "Method for learning character patterns to interactively control the scope of a web crawler." US Patent #6411952, issued June 25, 2002. EXAMPLE PLS DELETE

16. Professional Registration:

17. Major New Products, Processes, Designs, or Systems: *This section is for items that represent significant achievements requiring synthesis. Each item description should be no more than two lines long.*

BEGIN A NEW PAGE

Teaching Experience of Your Name Here

1. Teaching Experience

Repeat this heading on any additional pages; list subjects taught in chronological order up to and including this term. Include summer session as well as major IAP subjects. If you have taught at another university, insert headings as needed to identify universities and list those subjects chronologically. Be sure to include subject development. Term designations: SU79 = summer session 1979; FT79 = fall term 1979; ST80 = spring term 1980, etc. Course type: lecture, laboratory, design, seminar. **Please specify (yes/no) whether course evaluation survey given.**

Term	Subject Number	Title	Role	Course type	Course evaluation survey given

2. Teaching Evaluation Data

Include data from course evaluation surveys, where available, for courses taught during the last three academic years.

Term	Subject Number	Total # students registered	Total # survey responses	Survey Form Used ⁽¹⁾	Instructor Teaching Quality ⁽²⁾ Average response	Overall Course Quality ⁽³⁾ Average response

⁽¹⁾ "CEG" for MIT Course Evaluation Guide; "AA" for Aero/Astro subject survey; "EECS" for EECS Eta Kappa Nu subject survey. CEG scale 7=excellent, AA scale 5=strongly agree, EECS scale 7=exceptional.

⁽²⁾ Average response for: CEG question 9; AA question on: "Overall, the instructor contributes to my learning."; EECS question 5 for lecturer (question 6 for recitation instructor).

.(3) Average response for: CEG question 24; AA question on: “Overall rating of subject.”; EECS question 3.

3. Other Educational Contribution

In this section, list supplementary information related to educational contribution (provide details in the Professional Statement):

- a) **Teaching materials developed that illustrate teaching effectiveness or innovativeness (e.g., course syllabi, lecture or recitation content, course handouts, student assignments, educational technology modules):**
 - i.
 - ii.
 - iii.

- b) **Education contributions, apart from classroom performance and supervision, such as new educational programs and curricula developed by the candidate (reference pertinent education publications or presentations in other sections of the FPR):**

Publications of Your Name Here

*In Category 2, include only papers that have been published or accepted for publication. Papers that have been submitted but not yet accepted should be listed in Category 4 below. Papers that are actively being prepared for publication should be listed on a separate, unnumbered sheet for department review. Books in the final editing or printing stage, books of which the candidate is the editor, and books to which the candidate contributed a chapter, should usually be listed in Category 4. Books for which the candidate was the editor should only be included under Category 1 if he or she wrote a significant amount of material for the book. Be sure to mark with ** any publications that are outgrowths of supervised student research and a footnote of the form ** should be included at the bottom of the page. Please note and follow the style shown in the examples below, and be sure to include the location of conferences.*

1. Books *List chronologically by publication date; number each item.*
2. Papers in Refereed Journals *List chronologically by publication date; number each item.*
 1. Brad A. Myers, Richard G. McDaniel, Robert C. Miller, Alan Ferency, Andrew Faulring, Bruce D. Kyle, Andrew Mickish, Alex Klimovitski, and Patrick Doane. ``The Amulet Environment: New Models for Effective User Interface Software Development." *IEEE Transactions on Software Engineering*, v23 n6, June 1997, pp. 347—365. EXAMPLE PLS DELETE
3. Proceedings of Refereed Conferences *List chronologically; number each item.*
 1. Brad A. Myers, Francesmary Modugno, Rich McDaniel, David Kosbie, Andrew Werth, Robert C. Miller, John Pane, James Landay, Jade Goldstein, and Matthew A. Goldberg. ``The Demonstrational Interfaces Project at CMU." *1996 AAI Spring Symposium on Acquisition, Learning and Demonstration: Automating Tasks for Users*, March 1996. Technical Report SS-96-02, pp. 85—91. EXAMPLE PLS DELETE
4. Other Major Publications *List chronologically; and number each item. Include books in the final editing or printing stage and books not included in Category 1 above. Also include proceedings of unrefereed conferences and papers in unrefereed journals.*
 1. Robert C. Miller. *A Type-checking Preprocessor for Cilk, a Multithreaded C Language*. M.Eng. thesis, Massachusetts Institute of Technology, May 1995. EXAMPLE PLS DELETE
5. Internal Memoranda and Progress Reports *List chronologically; number each item.*
6. Invited Lectures *List chronologically; do not number; note style. Include papers given at conferences without published proceedings. Talks given at several locations in succession can be grouped as shown. Talks given in MIT subjects should not be listed here.*

Research Contracts and Grants of Your Name Here

Year	Sponsor Project Title Role in Research (PI, Co-PI, Other)	Annual Contract Expenditures
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Theses Supervised by Your Name Here

BEGIN A NEW PAGE

For theses written by students in other departments or other universities, indicate the department/ university in parentheses after the completion date. If a thesis was used for two degrees, list it under the highest degree and include the comment: (also used for ---degree). Departments may, if they choose, list SM and MEng theses separately.

	Total	Completed	In Progress
Bachelor's (6.AUP)			
MS			

MEng

Engineer's

Doctoral

As Supervisor

As Reader

Bachelor's Theses (6.AUP) *List chronologically by completion date. In some cases, student projects (other than Bachelor's theses) that involve significant faculty supervision may also be included here. Check with department head to find out if particular projects/subjects may be included under this category.*

Matthew Webber, "Detecting and Concatenating Sequences of Web Pages," May 2005. EXAMPLE PLS DELETE

MS *List chronologically*

MEng Theses *List chronologically*

Tom Wilson, "Distinguishing Foreground and Background in User Interfaces," in progress, expected May 2006. EXAMPLE PLS DELETE

Engineers Theses *List chronologically*

Doctoral Theses, Supervisor *List chronologically*

Doctoral Theses, Reader *List chronologically*

Dennis Quan, "Designing End User Information Environments Built on Semistructured Data Models," May 2003. EXAMPLE PLS DELETE

Postdoctoral Associates and Fellows Supervised by Your Name Here

For each postdoc, please include name, dates of appointment as postdoc working with the candidate, PhD granting institution and current position; if no longer a postdoc working with the candidate, including title and name of employer.

<u>Current Postdocs</u>			
Name	Dates of Appointment	PhD Granting Institution	Curr. Position
<u>Previous Postdocs</u>			
Name	Title	Current Employer	Curr. Position