

BUILDING YOUR VITA

Ohio State 4-H In-Service
February 4, 2008

“Using Parallel Construction to Strengthen Your Vita Document”

- Parallel Construction (PC): Each section of the vita hosts specific information. Using themes throughout the document, as opposed to repeating information several times, will build parallel construction. Information within the document should be related / linked, but should not be repeated. Provides an opportunity to show consistency and continued growth.
 - Think about what you do...
 - What are three or four categories / themes on which you work? (i.e. teen boardsmanship, school enrichment, volunteerism, livestock quality assurance) Your Specialization should be your first theme.
- Examples of Parallel Construction Within the Vita Document:
 - A. Introduction
 - Position Description
 - Current overview of position, indicating percentages to describe major assignments, and clearly state area of specialization.
 - PC: Specialization should be assignment with greatest percentage. Specialization along with two to three other categories of assignment should be your themes that you use throughout.
 - Significant Accomplishments
 - Major impacts which have been documented.
 - PC: These impacts should represent the three to four theme areas established in Position Description.
 - C. Core Dossier
 - 3. Extension and Continuing Education Instruction
 - This is where you will place teaching tables that represent all programs taught in last five years or date of hire (whichever is more recent).
 - PC: Programs should be organized in categories that reflect the three to four themes, and area of specialization should be listed first.
 - 4. Curriculum Development
 - Document curriculum and programs that have either been created or adapted by the professional to meet the needs of the county and the impacts from that program/curriculum. These products may come from an individual effort or that of a team on which the professional served. If the result of a team effort, the professional should describe only their own efforts.
 - PC: Explain programs or curriculum items developed / adapted and the role or responsibilities of the professional in the overall effort. Brief references may be made to funding received to establish the program, or the recognition received as a result of the curriculum or program, but this is not the focus. The impacts described here should not be the same as those reported in Significant Accomplishments.

- 7. Awards and Formal Recognition for Teaching
 - Describe awards and honors received for teaching.
 - PC: If you have referenced an award under Significant Accomplishments or Curriculum Development, this is the appropriate location to provide full description and selection process.

- 12. Books, Articles, and Other Published Papers
 - List scholarly publications and presentations here. These are external to OSU Extension. (Not Required)
 - PC: Would expect to see that publications and presentations reflect work in theme areas.

- 13. Creative or Scholarly Works – Extension Professional Focus
 - List Extension publications and presentations here. Do not duplicate those listed in Books, Articles, and Other Published Papers. This section is specific to OSU Extension, rather than the profession in general.
 - PC: Would expect to see that publications and presentations reflect work in theme areas.

- 14. Focus of Creative Works
 - Describe focus area of specialization, highlighting major creative scholarly works and future plans.
 - PC: Highlight, not repeat. This allows for a summary to tie the elements together without simply restating previous information.

- 16. Research Funding
 - List all funding received (in table format).
 - PC: Opportunity to provide detail of funding that was likely referenced within other sections of the document. Would expect to see funding tie in to work within specialization and central theme areas.

- 19. Offices held and Service to Professional Societies
 - Indicate all memberships and service to profession. These should be listed in chronological order, and likely by organization.
 - PC: Would expect to see service that reflects work and professional development related to specialization and central themes of the document.

- 23. Administrative Service
 - Opportunity to indicate all team participation. These should be listed in chronological order, and likely by team / organization.
 - PC: Would expect to see service that reflects work and professional development related to specialization and central themes of the document.

- These are examples. Not every theme will have something listed within each section of the document illustrated above.

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