

# 2009 Student Symposium Guidelines



Registration Deadline:

**Friday, March 6, 2009**

Presentation Setup:

Monday, March 23, 2009; 11:00 a.m. – 4:00 p.m.

Tuesday, March 24, 2009; 8:30 a.m. – 9:30 a.m.

Judging:

Tuesday, March 24, 2009; 9:30 a.m. – 2:30 p.m.

Please note: NO ONE WILL BE ALLOWED IN THE  
ROOM DURING THE JUDGING

**Tuesday, March 24, 2009  
3:00 – 5:00 p.m.**

**\*Winners will be announced at 4:30 p.m.**

Contact: Linda Swartz Ritchie, [ljritchie@bsu.edu](mailto:ljritchie@bsu.edu), 765-285-1601  
<http://www.bsu.edu/research/symposium>

# What is the **Student Symposium**?

The purpose of the Student Symposium is to recognize and promote Ball State student accomplishments in the areas of research, creative endeavors and other scholarly works.

Individuals eligible to participate are students -- undergraduate, graduate, or those from the University Schools -- **who have engaged in organized work either inside or outside the classroom and directed by a Ball State faculty mentor.**

The student should have a substantive understanding and/or involvement in the conception and methodology of the project. The work does not have to be completed as long as a reasonable presentation can be made which conveys the essential aspects of the project. **Students from all disciplines** are invited to participate in this event.

Everyone who presents at the Student Symposium will receive a recognition certificate from the Sponsored Programs Office.

## **RESEARCH PROJECTS:**

Research is the formal, systematic process, which contributes to basic knowledge. Projects may produce new facts or theories that apply to problem solving within the discipline or in society.

## **CREATIVE PROJECTS:**

A creative endeavor is the result of the creative process and may involve the creation and/or presentation of works. Note that projects that focus on theory, criticism, or history of the arts are more likely to be placed under Research Projects.

# Preparation for the **Student Symposium**

## **REGISTRATION:**

- Complete the interactive “pdf” form available online at <http://www.bsu.edu/research/symposium>
- Return your **COMPLETELY FILLED OUT** paper copy of the registration form to Linda Swartz Ritchie in the Sponsored Programs Office or e-mail a scanned copy to [ljsritchie@bsu.edu](mailto:ljsritchie@bsu.edu) by: **Friday, March 6, 5:00 p.m.**

- **Please complete every field on the first page of the registration form.** If you do not, it will be returned to you for completion. If you have co-presenters, their information must also be completely filled out on the appropriate page of the registration.
- **Obtain your faculty mentor's signature on your completed form.**
- If you have technical problems filling out the pdf form, please contact: **Linda Swartz Ritchie for assistance [ljsritchie@bsu.edu](mailto:ljsritchie@bsu.edu), 285-1601.**

### EQUIPMENT / TABLE ALLOWANCE:

- For those persons who are making a poster presentation, a 48" x 48" tri-fold foam poster board is available for your use. **To reserve one of these boards, be sure to check the appropriate box on the registration form.** The poster board is white and opens to a panel in the center (48" high x 24" wide) and a panel (48" high x 12" wide) on each side. (If you would like to view a poster board, you are welcome to visit the Sponsored Programs Office, M-F, 8:00 a.m.-5:00 p.m.)
- The poster boards will be available during the presentation setup. No one will receive one beforehand. Because these boards are to be used for future presentations, **NO permanent attachments may be made to them.** NO writing, tape or thumbtacks are allowed on the display boards as well. Push pins will be provided to affix materials to the poster boards. Following the event, please leave the poster boards in the room.
- A four foot wide table area will be allotted for each display. Four feet equals half a table and **you will be sharing that table with someone else unless you request a whole table (8 feet) when you register.** If you have more than 2 or 3 presenters, you may want to request a whole table.
- If you request an outlet, specify on the registration form how many outlets you will need. (Outlets are limited and are on a first come, first serve basis.) If this is not marked on the form, you will **NOT** be placed near one. For those bringing equipment such as computers, it is necessary that you provide your own surge protectors.
- **NO ONE WILL BE ALLOWED** to stand by his/her exhibit during the judging process. If media is used, please leave typed instructions to use the equipment and how to locate your file(s) on the computer.

- If you do not have a need to use a table, but will need open space for an easel or other form of display, please mark easel on your registration form. Please e-mail Linda Swartz Ritchie, [ljsritchie@bsu.edu](mailto:ljsritchie@bsu.edu), for confirmation of presentation space requirements.

## **PRESENTATION SETUP:**

- Presentations can be set up only during the time allowed (Monday, March 23, 11 a.m. – 4 p.m. or Tuesday, March 24, 8:30 – 9:30 a.m.).  
**Please note that set up is to be completed by 9:30 a.m. Tuesday, March 24.**
- When you arrive, there will be persons available to direct you to the location of your presentation. Name tags for primary and co-presenters and table tents with the title of the presentation as it appears on the registration form, the presenter's name and that of co-presenters will also be available. Equipment and/or poster boards reserved on the registration form will also be present.
- Tuesday, March 24, 9:30 a.m. is when the judging process will begin.  
**NO ONE MAY BE IN THE ROOM DURING THIS TIME.**

**Please Note:** If you have an interactive project, be sure to leave proper instructions for the judges to best understand your project.

- Presenters are to return promptly at 3:00 p.m.
- Please note that there is the possibility of judges needing to ask presenters' questions during the Symposium before final decisions are made.
- Breakdown of presentations will begin promptly at 5:00 p.m.

# Judging Process / Awards

## KEYS/LITTEN/SMITH STUDENT SYMPOSIUM AWARDS:

The Keys/Litten/Smith awards are established in memory of Dr. Linda Keys, Jeffrey Litten, and Sandra Smith, who served in the Sponsored Programs Office for a combined term of thirty years. The awards recognize students for their outstanding research or creative endeavors presented at the Student Symposium and carry a cash prize of \$100.

## JUDGING PROCESS:

- Judges will consist of Ball State faculty members.
- Judges will not judge student projects that are from their own department.
- Judges will base their decisions primarily on the stand-alone presentations, without talking directly to the students.
- The winning projects will be announced towards the end of the Student Symposium, and students **must be** present to win.

**NOTE:** All students participating in the Student Symposium will receive a recognition certificate from the Sponsored Programs Office.

# Primary Presenters / Co-Presenters

- Students can only be a primary presenter for one (1) project, but they can be co-presenters for several projects.
- Awards will be given only to the primary presenter. It will be up to the primary presenter to determine if the award is shared with co-presenters or not.
- Everyone will receive a recognition certificate whether he/she is a primary presenter or a co-presenter.

## Day of the Event 2009 Student Symposium

- The 14th Annual Student Symposium will take place on Tuesday, March 24, 2009 in the Student Center.
- Students will register their presentations and then will be directed to their individual stations. Name tags, table tents, and display boards will be picked up during the registration process.
- Students must be present from 3:00 - 5:00 p.m. during the Symposium. Please note that the doors will open at 3:00 p.m. to the public.
- Refreshments will be served during the event.
- All questions regarding the event may be directed to:  
**Linda Swartz Ritchie, [ljsritchie@bsu.edu](mailto:ljsritchie@bsu.edu), 5-1601**