Wednesday, December 7, 2011

Morning session: 10am – 12pm
Afternoon session: 1pm - 4pm

GENERAL INFORMATION

What is the HSS Celebration of Student Achievement? The School of Humanities and Social Sciences will showcase student scholarly work for students to share their efforts with members of the School and larger TCNJ community. The Celebration features papers, panels, poster sessions and other scholarly activities.

What kind of student work will be presented at the Event? Students will present work resulting from Independent Research, Senior Thesis or Capstone course, an Internship, a conference presentation, or any other scholarly experience. In many cases, the will be work done in collaboration with a faculty mentor; the student, however, will be the primary presenter of the work at the Celebration.

Typical presentation formats:

- **Paper** (30 minutes). Paper presentations will take place in classrooms throughout the Social Sciences Building and will be scheduled for 30 minutes (unless otherwise requested). For a paper presentation with multiple authors, one person should complete the registration form and serve as the contact person (and list all authors on the form). See additional registration information below.

- **Poster** (60 minutes). Posters will be on display throughout the day (10am - 4pm). Each poster will be assigned a one-hour period, during which students will discuss their work and address questions. For a poster presentation with multiple authors, one person should complete the registration form and serve as the contact person (and list all authors on the form). See registration information below.

- **Panel Discussion** (20 minutes per presenter). Panel discussions typically involve multiple students discussing a common theme or issue. The panel topic may represent a single discipline or interdisciplinary work. One person (student or faculty member) should complete the registration form and serve as the contact person (and list all presenters on the form). In general, 20 minutes will be reserved for each panel presenters, and the total time will depend on the number of presenters. See registration information below.

- **Other** (variable time frame). Other types of sessions are welcome. Students should discuss the presentation format with their faculty sponsors and event department liaison.
**What if I have questions about participating?** If you have questions, please discuss with your faculty sponsor and contact your departmental liaison. Liaison names and email addresses are available on the main event web site. For questions that liaisons are unable to answer, please contact He Len Chung, Chair of the HSS Undergraduate Research Council, at chung@tcnj.edu.

**REGISTRATION** *(Deadline: Monday, November 28, 2011)*

Each presentation (poster, paper, panel, etc.) requires a separate registration. Sometimes, a presentation will have one author/presenter; sometimes there will be multiple authors/presenters. If a group of people will present together (for example, multiple authors on a poster or multiple panel presenters), one form should be completed for the group. See instructions below.

**How do I register?** You should complete the Qualtrics registration form no later than Monday, November 28, 2011. Use the “Click to Register” link on the main Celebration Web site: https://tcnj.qualtrics.com//SE/?SID=SV_d69DOq04zfGI1Io.

**What do I include on the registration form?**
The form requests basic information about the primary contact person (can be a student or faculty member), presentation format, title of the presentation, and any special scheduling requests. Examples of special scheduling requests include:

- requests about presentation time (for example, if you can only present after 12pm because you have a morning class),
- changes to the amount of time needed for a presentation (for example, if you’re proposing a panel and need only 15 minutes per presenter instead of the standard 20 minutes per presenter), and
- resources (for example, if you need resources beyond audio-visual equipment or access to the internet).

**How do I fill out the form if there is more than one author or presenter on a project?** One student presenter or faculty sponsor should complete the form and will serve as the contact person for the group. You can list the names of presenters or additional authors in the “List of Authors” field (toward the end of the form).

**PREPARING FOR THE EVENT**

**How will the times and locations for presentations be announced?** The schedule of activities will be created after the registration window closes on November 28, 2011. The final schedule will be made available on the main event Web site a week before the event.

**How do I set up my poster?** Easels will be available for each poster.

**How will the time limit on papers and presentations be enforced?** Please prepare your presentation with the time limit in mind. The presentation time (for example, 30 minutes for paper presentations) should include the presentation, as well as time for preparation, questions, and discussion. You should be ready to exit the room at the end of your time slot to ensure that the next presenter can enter the room on time.