This packet contains information about presenting and attending the Celebration of Student Scholarship for students, faculty, and staff. Feel free to share with peers and colleagues!

In this packet you will find:

I. General information about COSS
II. Information for presenters; concurrent sessions, poster & art sessions, department & program sessions, printing posters
III. How to nominate/be nominated for Concordia Scholars: Showcase of Undergraduate Research
IV. How to compete for COSS awards
V. How to nominate your mentor for the Mentor of the Year Award (deadline 5 pm, April 1)
VI. Information for concurrent session chairs and moderators
VII. When and where to get help preparing papers, presentations, and posters
VIII. COSS Quest!

I. GENERAL INFORMATION

DESCRIPTION: The Celebration of Student Scholarship (COSS) is a day-long, campus-wide research symposium that highlights the scholarly work carried out by students as an independent creative activity or research project conducted under the guidance of a faculty mentor.

DATE: COSS is April 10, 2019 from 7:45 am to 5:15 pm.

LOCATION: Poster sessions, career information, and awards are in Memorial Auditorium; concurrent sessions are in Jones, Integrated Science Center, Olin, and Lab Theatre; department and program sessions are in various locations.

EXPECTATIONS: COSS is an academic day; however, per Faculty Senate legislation, all regularly scheduled classes, practices, rehearsals, etc. do not meet during COSS so that everyone may participate in the event. COSS Quest is a gamified way to engage in COSS activities and is a handy ready-made assignment or incentive which faculty may choose to assign their students.

WEBSITE: Information about COSS, including the schedule of the day, session schedules, and information contained in this packet, will be posted on the COSS website: https://ursca.org/coss

II. INFORMATION FOR PRESENTERS

CONCURRENT SESSIONS – PAPERS, PRESENTATIONS, AND ARTISTS’ TALKS

Quick facts

- Presentations are 15 minutes long followed by 5 minutes of Q&A
- Bring any files you need to access on a flash drive.
Faculty are encouraged to nominate stellar presentations for the Concordia Scholars: Showcase of Undergraduate Research

- The first 4 students to earn a nomination and submit to the Showcase will receive $50
- There are 5 concurrent sessions with several presentations in each

**Details**

**EXPECTATIONS:**

- For all presentations and performances, it is expected that the research or creative scholarship you present is of a quality that could be disseminated at a professional meeting of your peers or shared publicly as appropriate for your discipline.

- Keep in mind that you are representing your department and discipline(s) during this event. Extra time spent practicing your presentation will pay off in the end. Your peers and mentor(s) may be willing to provide feedback to you during a practice session.

- Please arrive 10 minutes prior to the start of the concurrent session to which you are assigned so that the session moderator can load your presentation onto the computer (if necessary) and confirm how to pronounce your name. For example, if you are scheduled to present at 10:00 a.m. in the concurrent session that begins at 9:40 a.m., you should arrive by 9:30 a.m. Plan to stay for the entire session; it is respectful to your fellow presenters if you stay to hear them present, andcomings and goings between presentations can be disruptive and distracting to upcoming presenters.

**FORMAT:**

- There will be 5, 40-minute concurrent sessions. Presentations will occur simultaneously in several rooms during each concurrent session, and there will be two presentations in each room per session. Each 15-minute presentation within a session room will be followed by 5 minutes for questions and answers (Q&A).

- The Q&A period is an important part of the presentation, as it is a time for others to challenge you to think about your work in new ways, and it is a great opportunity for you to practice “thinking on the spot.”

- In some disciplines, it is typical to read your paper verbatim, but in other cases, extemporaneous speaking is preferred (using limited notes, an outline, or a PowerPoint). Either format is appropriate. In the case of the performing arts, it is expected that your session will be similar to what might be presented at a disciplinary conference. For example, you may wish to present a composition, give a brief performance, or show a film segment, but you should also plan to describe your process for creating or interpreting the piece. The goal is to effectively present your work to an interdisciplinary audience.

- Visit the [COSS libguide](http://cord.libguides.com/cosshelp) for help preparing your presentation: http://cord.libguides.com/cosshelp.

**LOGISTICS AND FILES:**

- Your presentation will be scheduled in one of the following rooms: Olin 124, Lab Theatre, Jones A, Jones B, ISC 201, ISC 260, or ISC 301.

- If you are projecting something during your presentation (PowerPoint, short video clip, etc.), you must bring that with you on a flash drive.
- Do not expect to login to a Google Drive or other URL to retrieve your talk as this can cause too much wait time and access issues.
- PC computer and projection technology will be provided.

SESSION CHAIRS AND MODERATORS:
- A student session chair will announce your presentation and a student moderator will keep you on track for time during your presentation.
- As a presenter, you may be asked to chair a concurrent session. Alyssa Dalen (adalen@cord.edu), Student Intern for the Office of URSCA, coordinates the session chairs and moderators. A description of those roles is included in this packet.

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POSTER SESSIONS – POSTERS, DIGITAL MEDIA, AND ART EXHIBITIONS

Quick facts:
- Poster sessions include a variety of poster types, graphic design, and art exhibitions
- Faculty are encouraged to nominate stellar posters and creative scholarship for the Concordia Scholars: Showcase of Undergraduate Research
- The first 4 students to earn a nomination and submit to the Showcase will receive $50
- A $100 prize will be awarded to the poster with the best visual representation of data.
- There are 2 poster sessions, each comprising many presentations and located in Memorial Auditorium

Details:

EXPECTATIONS:
- For all posters and art exhibitions, it is expected that the research or creative scholarship you present is of a quality that could be disseminated at a professional meeting of your peers or shared publicly as appropriate for your discipline.
- Keep in mind that you are representing your department and discipline(s) during this event. Extra time spent practicing your presentation will pay off in the end. Your peers and mentor(s) may be willing to provide feedback to you during a practice session.
- A poster is a summary of your work; it does not have to be a complete report.
- COSS welcomes creative scholarship in any format that can be displayed and described at the poster session location.
- Poster sessions are excellent opportunities for you to exchange ideas with individuals less knowledgeable about your work. Some visitors will wish to read your entire poster or study your art, while others will be more interested in talking to you about your work. Be prepared to give a two-minute synopsis of your research or creative scholarship.

FORMAT:
- There will be two 70-minute poster sessions during COSS.
- Presenters will be assigned to present at one of the two sessions.
- During the session, you will stand by your poster or creative scholarship, explain your work, and answer questions from peers, faculty, staff, and guests as they wander by to learn about your research or creative scholarship. You may also be asked to sign COSS Quests from peers.

- If you are presenting as a group, you may take shifts standing by your poster or creative scholarship during the session.

LOGISTICS:

- Creative scholarship may be displayed on pedestals, digital screens, boards, etc. If you need special equipment to display your work and did not indicate those needs on the abstract submission form, please email cosscholar@cord.edu and we will work with you to accommodate your presentation.

- Easels, trifolds, poster boards, and clips will be provided for posters 36" x 48" or 24" x 36". If your poster has these or similar dimensions, you should easily be able to display it with what is provided.

- There is no standard template for posters. Create a poster than uses a mix of text, graphics, charts, tables, flow charts, etc. most appropriate for clearly conveying your research or scholarship. The library’s COSS libguide has some tips for designing posters. (http://cord.libguides.com/cosshelp) Many people start their poster in PowerPoint. Set a single slide to the size and layout you desire (in most case, landscape 48" wide x 36" tall). When you have finished your poster, save your PPT file as a .pdf.

- Please consider the environment when designing your poster. Limit use of saturated colors and size your poster according to the work you are displaying.

POSTER PRINTING

There are several options for printing your poster.

- One option is to artfully mount your poster components onto a large sheet of paper, then clip it to a poster board and display it on an easel. The Parke Student Leadership Center has many helpful supplies for this type of poster (e.g. letter cutting tools, paper of various colors, etc.). Poster boards, clips, and easels will be provided at COSS.

- If you need to print your poster as a single large format sheet, there are options on and off campus. If printing on campus, you will need to choose the option appropriate for your discipline. Submit your poster for printing by April 2 to ensure it is printed in time for COSS. Posters sent after this date will be printed as time allows.

  - ON-CAMPUS PRINT SHOP: John Phelps manages the on-campus print shop and can print your poster for $4/linear foot on quality paper using either a 24” roll or 36” roll printer. Unless your mentor is in the Biology Department, you should choose this option if printing on campus. Follow the guidelines and use the webform on Cobbernet to submit your poster as a .pdf for printing. Unless otherwise notified, you will be responsible for the cost of printing your poster. (https://cobbernet.cord.edu/directories/offices-services/communication-marketing/forms/quick-print/)

  - ON-CAMPUS BIOLOGY DEPARTMENT: If your research mentor is a faculty in the Biology Department, your mentor will send your poster to Joy for printing. Joy will not accept
print requests from students. This printer uses a 36" roll. Limit your file size to 3MB or less if possible and save it as a pdf.

- **OFF-CAMPUS:** There are a number of businesses in the F-M community that will print your poster for a fee. They may be more expensive than the campus print shop.

**POSTER AND ART SET-UP TIMES:**

- If you are presenting in the morning poster session, you have two opportunities to set up your poster or creative scholarship (and pick up your name tag, program, and swag):
  - Tuesday, April 9, 2:30-4:00 pm in Memorial Auditorium
  - Wednesday, April 10, 7:30-7:55 am in Memorial Auditorium
- Morning presenters, please take down your poster or creative scholarship before noon.
- Afternoon presenters, please set up your poster or creative scholarship between noon and 3:30 pm. You may drop off your poster in the morning with the staff working the check-in table.
- If you need to make other arrangements for setting up your creative scholarship, please email cossscholar@cord.edu.

**DEPARTMENT AND PROGRAM SESSIONS**

- There is a session time around the lunch break set aside for academic departments and programs to hold their own COSS-related sessions.
- Examples of these sessions include induction ceremonies for honor societies, invited alumni speakers, and special student presentations.
- If you are presenting at a department or program session, someone from that office will convey the presentation expectations to you.
- COSS aims to include all student presentations in the program. If you are presenting in a department or program session, be sure your presentation information has been submitted to COSS (https://ursca.org/coss/submit)
- A list of department and program sessions will become available on the COSS website before the event.

**III. CONCORDIA SCHOLARS: SHOWCASE OF UNDERGRADUATE RESEARCH**

The Showcase is an online collection of exemplary student works presented at COSS and other venues. Faculty are encouraged to nominate stellar presentations of any format for the Showcase. Nominated students will be contacted by staff from Concordia Archives with details about how to submit. **The first four submissions from COSS to the Showcase will receive $50!** Use the links below to learn more about the Showcase and to view examples of student works in the Showcase.

- https://www.concordiacollege.edu/academics/library/collections/#scholars
IV. COSS AWARDS

There are two ways you can earn an award for your COSS presentation!

1. **Best Visual Representation of Data on a POSTER - $100 Award**
   (shared if more than one presenter)

   **Judging Criteria:**
   - Communication – data are presented clearly and accurately, conveying the intended message with minimal support from other poster elements
   - Creativity – the representation is unique and tells the story of the data in a compelling way
   - Design – the visual is aesthetically pleasing with effective use of structure, color, size, and content

   **Process:**
   - Posters presented and reviewed by faculty judging team during COSS poster sessions
   - Judging team deliberates, April 11-24, 2019
   - Winner announced and receives $100 award by April 26

2. **First Four Submissions to the Showcase of Undergraduate Research – $50 Awards**

   **Judging Criteria:**
   - Rigor – demonstrates intellectual immersion in project
   - Content and organization – addresses an interdisciplinary audience
   - Presentation – engages audience with good volume, pace, articulation, and inflection

   **Process:**
   - Presentation delivered in concurrent or poster session
   - Faculty nominate presentations of any format for the Showcase, April 10-12, 2019
   - Concordia's Archivist, Allison Bundy, provides details about the Showcase and invites nominees to submit their work, April – May, 2019
   - Nominees submit their work for inclusion in the Showcase, April – June, 2019
   - First four successful submissions receive $50.

V. **MENTOR OF THE YEAR AWARD**

Show your mentor appreciation! The COSS Steering Committee invites students presenting at COSS to **nominate** their research or creative scholarship mentor for the **2019 Mentor of the Year Award**, which will be announced and presented before the second poster session during COSS. The recipient of the Mentor of the Year Award should embody outstanding mentorship of one or more students presenting at COSS 2019. Evidence of excellent mentoring can take many forms and be demonstrated in a variety of ways, including:
- Being a resource for students, guiding them, and providing support throughout the project
- Facilitating students' academic and professional growth, encouraging independence, and creating a positive learning environment
- Supporting students as whole individuals, engaging with them in meaningful and encouraging ways throughout their project
- Other ways your mentor deserves the Mentor of the Year Award.

To nominate your mentor for the 2019 Mentor of the Year Award, please let us know how your mentor has met the criteria above and any other evidence that supports your experience with mentorship excellence in a one-page written nomination. Email your nomination to Alyssa Dalen, Student Intern for the Office of URSCA, at research@cord.edu. The deadline to submit is 5:00 pm Monday, April 1, 2019.

We look forward to reviewing your nominations and for the opportunity to recognize a mentor doing fantastic work supporting students!

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VI. GUIDE FOR CHAIRS AND MODERATORS OF CONCURRENT SESSIONS

For each concurrent session, we ask for two students to be in attendance to manage the presentation room. These students will work together to count attendants, introduce speakers, welcome guests, encourage Showcase nominations, hold time cards for the presenters, and sign COSS Quests. These students will also support speakers with any technical difficulties or other issues that may arise during the concurrent sessions. Each concurrent session will include 2 presentations, each 15 minutes in length with 5 minutes for Q&A following each presentation for a total of 40 minutes per concurrent session. The student roles are described below.

Session Chair
The session chair will work with speakers to make sure both presenters or groups of presenters are comfortable with the technology of the room and logistics for their presentation. The session chair will make sure to communicate to presenters how they will be timed and that time cards will be held up with 5 minutes, 2 minutes, and 0 minutes remaining to finish their presentation and move into the Q&A. Session chairs will also introduce the speakers, and will make sure they have correct pronunciations of each speaker’s name along with the title of their presentation. Session chairs may write these down on a notecard if they are more comfortable. Session chairs are also in charge of finding 1-2 moderators to run the concurrent session with them. The moderator can be someone they know, or session chairs may contact the URSCA student intern at adalen@cord.edu to be assigned a moderator to their room. Session chairs need to let Alyssa Dalen, URSCA Student Intern, know their moderator’s name, email address, and mobile phone number by Monday, April 1, 2019.

Moderator

Session Chairs are responsible for securing 1-2 moderators for each room.

Moderators will be responsible for welcoming guests into the concurrent session room. Moderators will help to answer general questions about the schedule of COSS, the presentations happening in that room, and any other general questions or concerns that arise. Moderators will be in charge of
counting the number of guests that attend each concurrent session. There will be a link to a survey available to input which session and room you are in, and the number of guests attending. Moderators will also hold time cards and raise them at 5 minutes, 2 minutes and 0 minutes remaining for each 20-minute presentation. Moderators will invite the audience to ask questions at the end of each presentation if the presenters do not do that themselves, and they will also invite faculty to nominate presentations for the Showcase of Student Scholarship, an on-line collection of exemplary works. Each room will have bookmarks available that explain the Showcase and nomination process.

VII. GET HELP PREPARING PAPERS, PRESENTATIONS, AND POSTERS

Concordia Librarians and URSCA Ambassadors are ready to help you prepare your COSS paper, poster, or presentation! Need help with citations, images, or general tips? No problem! Librarians will have freshly toasted pop-tarts to help fuel your brain. Stop by any of the days, times, and locations listed below. You can also find tips on the COSS libguide. (http://cord.libguides.com/cosshelp)

ISC Commons
Friday, March 29: 8:30 – 9:10 am and 10:30 am – 4:00 pm

KCC Atrium
Monday, April 1: 8:30 am – 3:00 pm (with a couple of 15 minute breaks)
Tuesday, April 2: 8:30 – 10:00 am and 11:00 am – 1:00 pm
Wednesday, April 3: 8:30 am – 2:00 pm (with a couple of 15 minute breaks)
Thursday, April 4: 8:30 – 9:45 am and noon – 3:00 pm

Library
Please stop by the Reference Desk during the day or from 6-9 pm Sundays through Wednesdays

VIII. COSS QUEST

COSS Quest offers students a fun and interactive way to enjoy COSS and earn prizes. It may also be used as a class assignment or extra incentive for participating in COSS. Download your copy from the COSS website or stop by the COSS table in the atrium April 1-4 to pick one up.

https://ursca.org/coss/coss-quest