13th Annual Spring Research Conference

Open to Undergraduate and Graduate students with majors in COLFA

Thursday, March 21, 2013

anthropology • art & art history • communication
english • history • modern languages & literatures
music • philosophy & classics • political science & geography
psychology • sociology

All COLFA students involved in research are encouraged to submit their application by Extended deadline: January, 23, 2013

Contact Sylvia Gonzalez at MH 4.01.23 • Sylvia.gonzalez@utsa.edu or 210-458-4479

UTSA The University of Texas at San Antonio
Instructions for Entering
2013 COLFA Research Conference and Competition

The 2013 Research Conference and Competition will be held Thursday, March 21, 2013, from 10:00am to 4:00pm, at the University Center.

In order to participate, students must complete a two-step process.

1. The first step is to complete and return the application form to the COLFA Dean's office, (MH 4.01.23) no later than 4:30 pm on Friday, December 14th, 2012. Completion of this form will serve as an indicator of your intention to participate in the conference, and will allow your name/title of your project/name of your faculty sponsor to be printed in the conference program.

2. The second step involves submitting copies of the following:

   Research paper, creative writing, or multimedia by Thursday, January 31, 2013 and poster abstract by Monday, February 11, 2013 no later than 4:30 pm to the COLFA Dean’s office (MH 4.01.23).

   Your entry and cover page are due at this time so that judges will have adequate time to consider all of the projects and determine the award winners.

For audio/visual needs, please submit Audio/Visual form along with the application form.

Note: Previous winning entries cannot be considered.

GENERAL RULES on submissions:

- Students may submit single-author or multi-author projects according to the practice of their discipline. For multi-authored submissions, the first author should be the primary contributor to the project.

- Students may submit work as sole or first author in up to 2 categories.

- A separate application form is needed for each submission.

- Only one first or sole authored submission per student is permitted in any single category.

- For multi-authored works, submit one application with all authors listed.

- Multi-authored works will be assigned to graduate or undergraduate categories based on the level of study of the first author.
Application
2013 COLFA Research Conference

DEADLINE: Submit this completed application form to the Dean's Office, MH 4.01.23, no later than 4:30 pm on Friday, December 14th, 2012. If you have any questions, please contact Sylvia Gonzalez at 458-4479 or sylvia.gonzalez@utsa.edu

Please type or print clearly

Name of student author or student serving as FIRST author, (correspondence will be sent to this author):
__________________________________________________________

If more than one student author, names of co-authors: ________________________

FIRST author's information: ID Number: @___________ Major /Concentration ____________

Status (circle one)  Graduate Student  Undergraduate

Address: ____________________________________________________________

Phone: ______________  Email: ________________________________

Title of Research Project (must not exceed 10 words): ________________________________

In which category is your submission (circle one):

Research Paper  Creative Writing  Multimedia  Research Poster

Musical Performance  Work of Art

Name of Faculty Sponsor: ____________________________________________ (Please Print Clearly)

__________________________________________________________________________

Sponsor’s Signature

Needed Services and Equipment

☐ CD/DVD player  ☐ LCD Projector  ☐ Laptop  ☐ Other (please explain):

__________________________________________________________________________

For Dean's Office use only: Location ________________________  Time ________________________

For more information contact: martin.cavazos@utsa.edu  or 210-458-4955
Permission to post work on COLFA Conference Website

Date: ________________

I, ______________________ @________________, grant my permission to the UTSA College of Liberal and Fine Arts, to place my 2013 COLFA Spring Research Conference submission on the COLFA Conference Website.

By signing this letter, I confirm that I own the copyright to the described material:

CATEGORY: ___________________________________________________________

TITLE OF WORK: _______________________________________________________

PERMISSION GRANTED FOR THE USE REQUESTED ABOVE

SIGNATURE:_______________________________
COLFA

Research Conference

Tips and Recommendations for Presenters

- Limit your presentation to 15 minutes.
  As a rule of thumb it takes 2 minutes to read one double-spaced page in 12-point font.
  Shorten your paper to 7 pages, if you are planning to read it. This may mean your
  presentation version is shorter than the version you originally submitted.

- Rehearse your presentation in front of a friendly listener and time yourself.
  Speak at a comfortable pace, speak clearly and confidently, do not rush.
  Stick to your script, do not digress.

- If you are using technology for your presentation, practice reading the whole thing with
  the technology. Time yourself.

- If you are using technology, have a Plan B. What happens if the technology fails? Can
  you manage without it? Have handouts ready if you (might) need them. Many listeners
  like to have a handout to take away with them. A handout also allows you to leave the
  listeners with your name, department, and contact information.

- General rule for structuring your presentation:
  o tell them what you're going to tell them (intro)
  o tell them (content delivery)
  o tell what you've told them (summary/conclusion)

- Make it clear when you have finished your presentation and when Q&A time will begin.
  "Thank you for your attention" is a good signal that you have finished. Take questions at
  the end of your presentation, not before you have finished.

- If you do not know the answer to a question, say so, and thank the person for the
  question.

- If you are doing a multimedia presentation and have already submitted your presentation
  for judging, be sure to bring a backup copy to the conference (CD, VCD, Zip disk, DVD,
  flash drive, VHS, or similar). The conference uses PCs. Make sure work created on a
  Mac will run on a PC.
Guidelines for Graduate and Undergraduate Research Papers:
Winning papers will combine original research on a significant subject, based on primary and secondary materials appropriate to the area of study, with clear composition skills and superior style. To enter the competition, students must complete the following:

- All students are required to complete and submit the COLFA conference application form to the COLFA Dean’s office (MH 4.01.23) no later than 4:30 p.m. on Friday, December 14th, 2012. Completion of this form will serve as an indicator of your intention to participate in the conference, and will allow your name/title of your project/name of your faculty sponsor to be printed in the program. The faculty member who is supervising your research must also sign this form.

- Students must submit THREE copies of the paper that will be presented at the conference no later than 4:30 pm on Thursday, January 31, 2013, to the COLFA Dean’s office (MH 4.01.23). These materials are due at this time so that judges will have adequate time to consider all of the projects and determine award winners. Students who fail to submit a paper by the deadline or who fail to present at their designated time during the conference will be ineligible for the awards. Any exceptions to the above must be cleared with Dr. Christopher Wickham.

- Papers should not exceed 10 typewritten pages (excluding bibliography). Students with longer research papers should condense their main findings for submission in the 10-page format. Students may want to consult their faculty advisor for assistance.
- Presentation versions of papers should not exceed 15 minutes (about 7 ½ pages).
- All submissions should be double-spaced and organized in a form similar to that of articles published in the student’s field of study. Citations, spelling, and punctuation should conform as nearly as possible to the standard rules of the student’s discipline. A bibliography or works cited page must be included with the submitted paper.
- A coversheet should accompany the paper. This should include the applicant’s permanent mailing address, phone number, and email address. In addition, students should indicate the paper title, their level of study (undergraduate or graduate) along with their program of study and the name of their supervising faculty. All papers should be clearly marked as entries for the 2013 COLFA Research Paper Competition.
- One submission per student per category.
Guidelines for Creative Writing (fiction, creative non-fiction, and poetry)

- Application form must be submitted no later than 4:30 pm, Friday, December 14th, 2012 to the COLFA Dean’s office (MH 4.01.23).

- Manuscripts must be submitted no later than 4:30 pm, Thursday, January 31, 2013 to Sylvia Gonzalez in the COLFA Dean’s office (MH 4.01.23).

- Creative writers must submit THREE copies of a manuscript of 10-15 poems or 15-20 pages of fiction or creative nonfiction, no later than 4:30 pm, Thursday, January 31, 2013 to Sylvia Gonzalez in the COLFA Dean’s office (MH 4.01.23).

- Manuscripts must be double spaced in 12 point font, either Arial or Times New Roman. The writer’s name shall not appear anywhere on the manuscript.

- A panel of three judges will read all submitted manuscripts. Writers with winning entries will have an opportunity to read their work on Thursday, March 21, 2013 as part of the COLFA Research Conference.

- Submissions may be in English or Spanish.
Regulations and Guidelines for Research Posters:

1. All students who want to enter the poster competition are required to complete the COLFA conference application form. This form must be returned to the COLFA Dean’s office (MH 4.01.23) no later than 4:30 pm on Friday, December 14th, 2012. Completion of the form will serve as an indicator of your intention to present a poster, and will allow your name/title of your project/name of your faculty sponsor to be printed in the program. The faculty member who is supervising your research poster must also sign this form.

2. Students must submit:
   - A cover page with the first-author’s permanent mailing address, phone number, and the preferred email address of all student authors. In addition, students should indicate the poster title, the first author’s level of study (undergraduate or graduate), major or program of study (e.g. Psychology) and the name of their supervising faculty member. Multi-author posters will be judged according to the first author’s level of study.
   - A summary of the study that will be presented on the poster board. The one to two page typed double-spaced, 12 point font summary must indicate the (1) introduction with the hypothesis, (2) methods, (3) results, (4) conclusion, and (5) tables and/or graphs. Do not submit the poster itself or copies of the poster.
   - The summary must be submitted no later than 4:30 pm on Friday, February 10, 2013, to the COLFA Dean’s office (MH 4.01.23). Students who fail to submit the summary of the poster by the deadline or who fail to present at their designated time during the conference will be ineligible for the awards. Any exceptions to the above must be cleared with Dr. Christopher Wickham.

3. Posters should be organized in a form similar to that of articles published in the student’s field of study. Citations, spelling, and punctuation should conform as nearly as practical to the standard rules of the field. Audiences (and judges) typically read posters from a distance of 2 to 4 feet; submitters should choose fonts accordingly (typically 20 point Arial or larger).

4. The posting space will have foam boards on three-legged easels and clips for attaching posters. To ensure your poster fits the space provided, it should be no more than 48 inches wide (“long”) by 36 inches high. Larger posters will not fit, and may be disqualified.

5. All posters should be clearly marked as entries for the 2013 COLFA Poster Competition.

6. Each presenter is limited to one first or sole author poster submission. In the case of multi-authored works, the first author should be the presenter.

7. Presenters assigned to a MORNING session should register by 9:30 and are responsible for setting up their posters by 10:00 a.m. at the designated poster area on the day of the research conference. Presenters assigned to an AFTERNOON session should register by 12:30 and are responsible for setting up their posters by 12:45 p.m.
<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>
| 1. Organization & Presentation | • Material was presented in a smooth, well-planned, well-articulated manner  
• Presenter was at his / her poster when you approached  
• Material was presented in a way that was understandable to those outside the topic area                                                                                                                                                                                                                     | 5         | 4         | 3    | 2    | 1    |
| 2. Substance of Study          | • The key components of the study were clearly laid out (e.g., easy to determine hypotheses, methods, etc.)  
• The design was appropriate for given the questions / hypotheses posed (e.g., appropriate measures, procedures, analyses)  
• The conclusions drawn were consistent with the results obtained (i.e., the interpretation of the results was appropriate)                                                                                                                                                                     | 5         | 4         | 3    | 2    | 1    |
| 3. Visual Aspects              | • Figures, tables, or pictures were used appropriately (Note: not used may be appropriate)  
• Text, figures, etc., clearly conveyed the major points of the study (i.e., the study could be understood from just the poster)  
• The poster was eye-catching and had an appropriate amount of information (e.g., not too much, not too little).  
• Figures, tables, etc., if used, were clear and well labeled                                                                                                                                                                                                                       | 5         | 4         | 3    | 2    | 1    |
| 4. Question Handling           | • Presenter demonstrated understanding of information on the poster and possession of relevant information beyond what was on the poster  
• Answers given were clear, concise, and understandable to those outside the poster’s topic area  
• Presenter maintained composure when faced with questions for which he / she had no answer  
• Presenter appeared open to alternate ideas (i.e., was not defensive)                                                                                                                                                                                                                    | 5         | 4         | 3    | 2    | 1    |
| 5. Additional Comments         |                                                                                                                                                                                                                                                                                                                                                             |           |           |      |      |      |
Guidelines for Preparing Multimedia Presentations:

- All students who want to enter a presentation in the Multimedia Competition are required to complete the COLFA conference application form. This form must be returned to COLFA Dean’s office (MH 4.01.23) no later than 4:30 pm on Friday, December 14th, 2012. Completion of the form will serve as an indicator of the student’s intention to submit a presentation, and will specify the student name, project title, and name of the faculty sponsor. The faculty member supervising the multimedia presentation must also sign this form.

- Students must submit one copy of the presentation that will be presented at the conference. At least one original should be retained by the student. The copy must be submitted no later than 4:30 pm on Thursday, January 31, 2013, to the COLFA Dean’s office (MH 4.01.23). Students who fail to submit a copy of their presentation by the deadline, or to present at their designated time during the conference, will be ineligible for the awards competition. Any exceptions to the above must be cleared with Dr. Christopher Wickham.

- Multimedia presentations should be in electronic format and include a combination of at least two media including text, still images, moving images, sound, and/or animation. They should be at least three (3) and no more than seven (7) minutes in length.

- Presentations may be submitted on CD, DVD, or flash drives only. Instructions describing the procedures necessary to run the presentation must be included with the entry. All software and required elements for allowing the judges to “plug-and-play” the presentation must be included with the entry. Presentations which are not compatible with Windows 2000 or Windows XP Professional or Windows 7 operating systems will not be considered for the competition and may not be displayed at the conference.

- A cover sheet should accompany the presentation. (The coversheet will not be included in the presentation.) It should include the applicant's permanent mailing address, phone number, and email address. In addition, students should indicate the presentation title, their level of study (undergraduate or graduate) along with their program of study and the name of supervising faculty member. All Multimedia presentations should be clearly marked as entries for the 2013 COLFA Multimedia Competition.

- Submissions are limited to one multimedia presentation per student.

- Questions regarding this competition may be directed to Mr. Martin Cavazos, COLFA Dean’s Office, 458-4955 or martin.cavazos@utsa.edu
COLFA RESEARCH CONFERENCE
MUSIC PERFORMANCE GUIDELINES

WHEN: TBA
WHERE: TBA

HOW DO I APPLY? Obtain an application and turn application in to the COLFA office in MH 4.01.23

WHAT CAN I WIN? Cash prizes in undergraduate and graduate categories

WHAT ARE THE REQUIREMENTS? Each participant has 15 minutes for their presentation which must include a lecture about their topic and a live performance. Visual aids such as power point may be used, but must be requested in advance on the equipment request form. Students must also be prepared for questions from the audience on their presentation.

WHEN IS THE APPLICATION DEADLINE? The deadline is Friday, December 14th, 2012 by 4:30pm. Remember that the applications go directly to MH 4.01.23, not your department office or GAR office.

WHEN DO THEY ANNOUNCE THE WINNERS? The Music GAR will inform you of the results and you will receive your award at the Awards Ceremony held on the afternoon of Thursday, March 21, 2013 in the UTSA Recital Hall from 2:30-5:30 PM.

WHO IS THE MUSIC CONTACT PERSON? Dr. Drew Stephen in ARTS 3.02.10: drew.stephen@utsa.edu or 458-5686