Celebrate!! Student Achievements in Service-Learning Session Proposal

You must type this application (no handwritten applications will be accepted). The deadline for all application material is Friday, March 10.

The event is scheduled for the week of April 24 – 28. You will be notified of the date, time, and location if your proposal is accepted.

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH STUDENT PRESENTER OF THIS RESEARCH. Include middle names or initials for all presenters.

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<thead>
<tr>
<th>1st Presenter’s Full Name</th>
<th>2nd Presenter’s Full Name</th>
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<tr>
<td>Campus Box Address</td>
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<td>Local Phone</td>
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<tr>
<th>3rd Presenter’s Full Name</th>
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If there are more than 4 student presenters, please complete additional forms and attach them to this form.

Faculty Mentor: ________________________________

Department: ________________________________

Campus Box: ___________ Phone: ________________

Proposed Presentation Title: ________________________________

Type of Presentation: ___ Oral ___ Prefer Oral but will do a Poster ___ Panel ___ Poster ___ Performance

**AUDIOVISUAL SET-UP:** All rooms used for oral presentations will be equipped with a laptop (with PowerPoint), data projector, VCR & Monitor, and overhead projector. Presenters will be responsible for any additional AV and/or equipment needs.
1. In what course was this service-learning work conducted?

Department ______________ Course # _______ Course Title _______________

Semester _______________ Year _____________

2. In consultation with your faculty mentor, please list up to 3 faculty members (other than your faculty mentor) who have expertise or interest in the subject area of your presentation. The Service-Learning Faculty Advisory Committee will contact one of these individuals to request that he/she attend and provide you feedback on your presentation.

Please include the campus boxes and phone extensions of each faculty.

1. Name _____________________ CB _____ Phone _________

2. Name _____________________ CB _____ Phone _________

3. Name _____________________ CB _____ Phone _________
**Academic Service-Learning Session Proposal**

**Abstracts MUST . . . .**

- Be in MSWord (IBM compatible)
- Use Times New Roman 12 pt font
- Use 1” margins
- No more than 350 words excluding title and author information

**For the abstract . . . .**

- Begin with the title of the presentation in bold and all capital letters
- Skip a line and provide first name, middle initial, and last name of all student presenters (bold the presenter’s names). In parentheses (not bolded), give the faculty mentor(s) name. Please use Dr. for faculty with a Ph.D. and Professor for faculty with other degrees. After the parentheses list the academic department. Always use Department of . . . For Communications, list as School of Communications.
- Skip a line and begin the abstract in regular text. Do not indent the first line of a paragraph.
- Any citations in the abstract should follow APA style.

**Your Abstract must provide information pertaining to the following:**

- How did your academic service-learning project serve the community?
- How was your learning in the course enhanced by the academic service-learning project? How did this occur?
- What were the major outcomes of your academic service-learning project? For your learning? For your personal growth? For your acquisition of skills? For the community?

What methods will you use to present your service-learning experience effectively? Students are encouraged to use methods that will engage the participants.

The committee requests that you make every effort to include sufficient information for us to evaluate the presentation. Please make sure that abstracts are written for a general audience. When possible, avoid technical language or provide explanations of appropriate terminology. Abstracts that are poorly written, vague, or fail to address the above questions will be rejected.

I have reviewed the abstract and provided feedback to the student. The abstract being submitted is of high quality. Additionally, I will mentor the student and provide feedback as he/she prepares his/her SURF presentation.

**Faculty Mentor Signature:**

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**TO COMPLETE YOUR APPLICATION TO PRESENT AT SURF:**

Submit the following to Prof. Pamela M. Kiser, CB 2610 or to Holland House 201:

- A completed (typed) and signed copy of the application.
- Two hardcopies of your abstract.