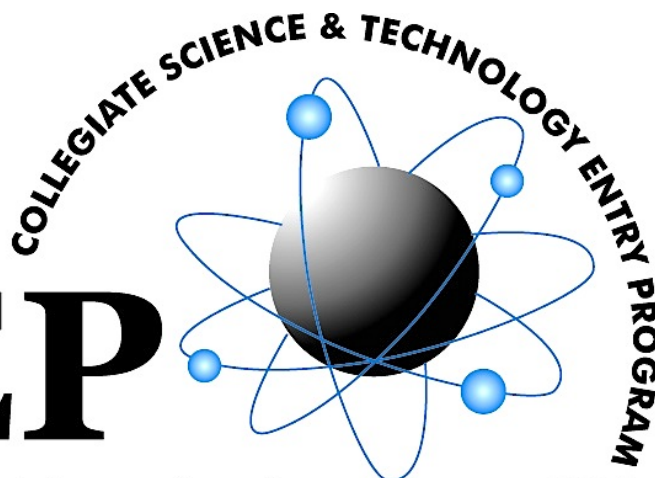


NEW YORK STATE
CSTEP



preparing science, technology & licensed professionals since 1986

21ST ANNUAL STATEWIDE CSTEP STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE
BOLTON LANDING, NEW YORK

REGISTRATION PACKET

Please return your completed registration packets to: Dr. Leonese Nelson, CSTEP Conference Coordinator, Syracuse University Center for Graduate Preparation & Achievement, 203 Bowne Hall, Syracuse, NY 13244, email: lenelson@syr.edu.; phone: 315-443-2622. Thank you, and we'll see you at The Sagamore!

*Celebrating Over 25
Years of CSTEP in
New York State!*

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CSTEP CONFERENCE IMPORTANT DATES

Conference Items	Submission Deadlines
Registration Portfolio	See registration fee deadlines below
Poster Competition Abstracts	February 08, 2013
Oral Presentation Abstracts	February 08, 2013
Workshop Proposal	February 08, 2013
Workshop Acceptance Notification	March 1, 2013
Judge Nomination	February 08, 2013
Judge Acceptance Notification	March 1, 2013
Sagamore Resort Reservation Deadline	March 8, 2013
Sagamore Resort Reservation Cancellation Deadline	March 8, 2013
LAST Day to Register Participants for the Conference	March 8, 2013
Early Registration Fee	Postmarked By January 18, 2013
Regular Registration Fee	Postmarked By February 1, 2013
Late Registration Fee	Postmarked By February 25, 2013

GENERAL CONFERENCE INFORMATION

- ❖ **ONLY COMPLETED REGISTRATION PORTFOLIOS** will be accepted! A complete portfolio includes the following items:
 - ✓ Conference Registration Fee
 - ✓ Registration Portfolio
 - ✓ Student Poster Competition Abstract(s) ([submitted online](#))
 - ✓ Student Poster Competition Registration Form(s) ([submitted online](#))
 - ✓ Student Oral Presentation Abstract(s) & PowerPoint Presentations ([submitted online](#))
 - ✓ Student Oral Presentation Registration Form(s) ([submitted online](#))
- ❖ Registration Fees will **ONLY** be accepted in the form of **INSTITUTIONAL CHECKS** or Purchase Requisitions.
- ❖ **THE SAGAMORE PACKAGE RATES** include the cost of your room and all meals during the conference.
- ❖ **ONLY 6 POSTER ABSTRACTS** will be accepted for the competition per Institution. The deadline for submission is February 08, 2013.
- ❖ **ONLY 2 ORAL ABSTRACTS** will be accepted for the oral presentations per Institution. The deadline for submission is February 08, 2013.
- ❖ Please forward the **WORKSHOP CALL FOR PROPOSALS** to your fellow colleagues, deans, faculty, staff, organizations, list-serves, and professionals in the field.
- ❖ If you have any **QUESTIONS** about the conference contact Leonese Nelson via e-mail at lenelson@syr.edu.

CONFERENCE REGISTRATION FEES FOR CSTEP STAFF/SCHOLARS

PLEASE NOTE: IN RECOGNITION OF THE SEVERITY OF THE ECONOMIC TIMES, WE HAVE NOT INCREASED OUR CONFERENCE REGISTRATION FEES THIS YEAR. Each attendee is required to pay a **non-refundable** registration fee, which helps to cover costs for speakers, entertainment, conference bags, booklets, workshop presenters, judges, etc.

Registration Fees Per Individual

Early Registration Fee	Cost
Must be Postmarked by January 18, 2013	\$205.00

Regular Registration Fee	Cost
Must be Postmarked by February 1, 2013	\$230.00

Late Registration Fee	Cost
Must be Postmarked by February 18, 2013	\$255.00

Sagamore Accommodations

**Please refer to The Sagamore Reservation Form for detailed information, which will be forwarded to you
With your conference registration confirmation once you've registered with S.U.*

Accommodation	Single	Double/PP	Triple/PP	Quad/PP
Lodge Room	\$261.00	\$393.00/\$196.50	\$547.80/\$182.60	\$710.40/\$177.60
Lodge Suite	\$291.00	\$423.00/\$211.50	\$577.80/\$192.60	\$740.40/\$185.10
Hotel Room – Garden View	\$271.00	\$403.00/\$201.50	N/A	N/A
Hotel Room – Lake View	\$281.00	\$413.00/\$206.50	N/A	N/A
Hotel Suite – Garden View	\$295.00	\$427.00/\$213.50	N/A	N/A
Hotel Suite – Lake View	\$305.00	\$437.00/\$218.50	N/A	N/A

*Registration forms submitted without full payment will **not** be processed (purchase requisitions will be accepted). The faculty, guest and student registration lists must reflect all required information and the proper registration fees due before they can be entered into the database.

The cost of registration will be determined by the **postmark date.

Make **institutional checks** payable to **Syracuse University**.

Mail to:
CSTEP 20th Annual Statewide Conference
c/o Syracuse University CSTEP
203 Bowne Hall
Syracuse, NY 13244
Attn: Dr. Leonese Nelson

For Office Use ONLY:

Check Number: _____ Check Amount: _____ Date Received: _____ Date Processed: _____ Deposited By: _____

CSTEP CONFERENCE REGISTRATION LIST

Primary Contact: _____
Position: _____
Institution: _____
Address: _____
Telephone: (____) _____ Fax: (____) _____

Total # Staff Attending _____
Total # Students Attending _____
TOTAL # Attending _____
Appropriate Registration Fee
based on Deadlines: _____
TOTAL AMOUNT DUE: _____

TRANSPORTATION PROFILE

(Each institution **must** complete a transportation profile)

1) Please indicate mode of transportation and the number of vehicles: (i.e. 2 buses; 1 van)

- Bus # of Buses _____
 Van # of Vans _____
 Cars # of Cars _____

2) Are you car-pooling with another college/university? Yes No

If yes, which one(s) _____

3) Estimated time of arrival on Friday, April 12, 2013: _____

4) Estimated time of departure: *(If later than 2pm on Sunday, April 14, 2013)* _____

PROFESSIONAL STAFF/GUEST REGISTRATION LIST

Please list all staff/guest who will be attending from your institution. Each institution is responsible for registering their staff with The Sagamore. This list is for Syracuse University nametags and meal count only. Please print clearly or type names.

	NAME	TITLE	PHONE	EMAIL	REG FEE	T-SHIRT SIZE

STUDENT REGISTRATION LIST

Please list all students who will be attending from your institution. Each institution is responsible for registering their students with The Sagamore. **The conference does not pay for students' hotel or food accommodations. Meals are included with the hotel room rate.** This list is for nametags, meal counts and registration fees only. Please print clearly or type names.

	First Name	Last Name	Freshman Sophomore Junior Senior Grad. Stud.	Gender	Ambassador Poster Competition Oral Presentation NA (circle one only)	Major	Abstract Submitted Online	Email	T-shirt size	Reg. Fee
1			F/So/J/S/G	M/F	A / PC/O/NA		Y/N		S/M/L/XL/XXL	
2			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
3			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
4			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
5			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
6			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
7			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
8			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
9			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
10			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
11			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	
12			F/So/J/S/G	M/F	A / PC /O / NA		Y / N		S/M/L/XL/XXL	

STUDENT REGISTRATION LIST-CONTINUED

Please list all students who will be attending from your institution. Each institution is responsible for registering their students with The Sagamore. **The conference does not pay for students' hotel or food accommodations. Meals are included with the hotel room rate.** This list is for nametags, meal counts and registration fees only. Please print clearly or type names.

	First Name	Last Name	Freshman Sophomore Junior Senior Grad. Stud.	Gender	Student Ambassador Poster Competition Oral Presentation NA (circle one only)	Major	Abstract Submitted Online	Email	T-shirt size	Reg. Fee
13			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
14			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
15			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
16			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
17			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
18			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
19			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
20			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
21			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
22			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
23			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	
24			F/So/J/S/G	M/F	A / PC / O / NA		Y/N		S/M/L/XL/XXL	

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

Poster Competition Guidelines

Each institution is allowed to submit up to 6 posters.

Poster Registration Forms *must* be submitted online by 4pm on February 8, 2013. Registrations will not be accepted after the deadline.

The following guidelines have been developed to assist you in the planning and development of your student presentations for the poster competition. Failure to adhere to the guidelines will be reflected in the scoring of the poster in the competition. **PLEASE READ THE GUIDELINES CAREFULLY AND SHARE WITH YOUR STUDENT PRESENTERS.**

ONLINE REGISTRATION:

- Posters are to be registered by **CSTEP staff** prior to 4pm on the deadline date (2/8/13) using the link below. **STUDENTS DO NOT SUBMIT POSTERS ONLINE.** This is a staff responsibility.
- The information submitted will be used to maintain contact with poster presenters through their CSTEP staff. Confirmation emails will be sent to the CSTEP program staff person listed as the contact person on the registration form. It is the responsibility of the CSTEP staff to pass information along to their student presenters.
- Staff must complete one registration per poster. For posters with multiple presenters, up to three total presenters can be entered per poster.
- Please copy-paste the following link into your browser to complete the registration form:

<http://bit.ly/CSTEPPosterRegistration2013>

- For questions, please email Sean Partridge, Poster Committee Chair (partrisc@potdam.edu)

POSTER REQUIREMENTS:

- Posters can be **no larger than 36 x 48 inches** and are to be displayed on a tri-fold display board. Each participant must provide his/her own tri-fold poster backing. **No poster backing will be provided on site and we are not allowed to hang posters on the walls. Presenters should also provide their own means for attaching their poster to the display board (e.g. tape, binder clips, push pins, etc).** The conference will not provide any of these materials.
- Students are allowed to present (or co-present) **one** poster and are responsible for additional equipment (e.g. extension cords, laptops, handouts, props, etc.).
- **All posters must be accompanied by at least one presenter at the conference.** Posters without a presenter in attendance will not be presented or judged and will be disqualified.

ABSTRACT GUIDELINES:

- The abstract should be submitted in the appropriate section of the online submission form. CSTEP staff are expected to assist students to ensure that abstracts are of high quality and meet the requirements listed in the poster rubric.
- Copy-paste the body of your abstract into the text box provided on the submission website. **Do not** include heading information in the text box. That information will be entered separately. Abstracts **may not to exceed 250 words.** The text submitted online will be used to print the abstracts in the conference booklet. Any typos submitted will end up in the booklet. Please proofread abstracts before submitting.

CATEGORY OF PRESENTATION/ABSTRACT

When registering a poster online, staff will be asked to select one of the following categories for presentation. These will help the committee assign judges with appropriate expertise.

Biochemistry	Geology	Nanotechnology
Biology	Health and Wellness	Physics
Cell Biology	Human Services	Psychology
Chemistry	Immunology	Public Health
Computer Science	Materials Science	Social Sciences
Education	Mathematics	Technology
Engineering	Medicine	Virology
Environmental Science	Microbiology	Zoology
Genetics	Molecular Biology	

*Categories may be combined or sub-divided based on the number of entries received.

JUDGING AND THE POSTER PRESENTATION SESSION

A team of two judges will be assigned for each poster by category. Each poster will be scored based on the poster rubric included in this packet. Additional suggestions are included below.

- **All poster presenters must attend a 9:30pm meeting on Friday, April 12.** This meeting will provide information about the Saturday poster session. Failure to attend may result in disqualification of posters.
- Presenters should dress professionally. Keep in mind that you'll be on your feet for 3½ hours.
- Presenters must be on time to set up posters and must remain with their poster throughout the judging session. Once the judging session is completed, presenters may leave their poster to examine other posters during the open session.
- Each presenter will be given 5 minutes to orally summarize their poster for the judges. It is likely that the judges will have questions for each presenter. Presenters are encouraged to practice their oral presentation prior to the conference.
- Posters must not be removed from the hall until the conclusion of the open session. Presenters are required to remove their poster, backing, and any other materials at the close of the session (tacks, clips, handouts, etc).

A NOTE FOR STAFF:

After the submission deadline, the conference poster committee will assess the level of participation in the competition and determine if additional posters will be accepted based on space available. If your institution has more than 6 students interested in presenting posters, please keep a waiting list and collect abstracts and registration from these additional students. If additional abstracts are accepted, the turnaround for submission will be very short and staff will need to be ready to submit quickly.

Submission Deadline: February 08, 2013

CSTEP Student Poster Rubric

CATEGORY	Excellent-4	Good-3	Satisfactory-2	Needs Improvement-1
ABSTRACT GUIDELINES				
Format	Abstract follows formatting: Left-margin justified, single spaced, with no indentations at the beginning of each paragraph. Add an extra space between paragraphs, if necessary. Does not exceed 250 words; Includes: Presenters name & class status, project title & institution name	One or two elements of formatting rules (see left) are incorrect	More than one or two elements of formatting rules (see left) are incorrect	The student did not follow several of the formatting rules.
Content				
Introduction (What is the Objective and Scope of the Investigation?)	Describes the problem & why this work was needed; Makes connections between the problem, the context and the purpose of the investigation	Describes problem & why this work was needed. Makes connections between the problem, the context and the purpose of the investigation.	Description the problem but makes only implicit or superficial connections between the problem, the context and the purpose of the investigation.	Does not adequately describe the problem or why the work was needed; Does not make connections between the problem, the context and the purpose of the investigation.
Methods (Summary of what the student did)	Describes the method of research, study or analysis applied to the problem. Specific and concise.	Describes the method of research, study or analysis applied to the problem but lacks one or two relevant specifics or is wordy.	Describes the method of research, study or analysis applied to the problem but lacks more than two relevant details or is overly wordy.	Does not adequately describe the method of research, study or analysis applied to the problem.
Results (What were the principle findings?)	Summarizes the major results of the project. Specific and concise	Summarizes the major results of the project but lacks one or two specifics or is wordy.	Summarizes major results of the project but lacks more than two relevant specifics or is overly wordy.	Does not adequately report the major results of the project.
Discussion (What are the principle conclusions of the study?)	Provides an interpretation and relates results back to the problem; States the relevance, implications, or significance of the results to the broader context of the topic. Makes recommendations or states implications for future work.	Provides an interpretation and relates results back to the problem and to a broader context, but these sections may lack specifics or be overly wordy. Makes recommendations or states implications for future work.	Provides superficial or tangential interpretation of results. Attempts to relate results back to the problem and context but connections are superficial. May not make recommendations for future work.	Does not provide adequate interpretation of results and does not relate results back to the context or original problem Does not make recommendations for future work.

POSTER GUIDELINES

Content				
Introduction & Hypothesis	Background information was relevant and summarized well. Clear connections to previous literature and broader issues. Had a goal or a logical hypothesis that showed clear relevance. Broad impact beyond project clearly stated.	A logical hypothesis or goal was presented. Background information was relevant, but connections were not clear. Goal of project or a logical hypothesis was stated clearly, showed relevance beyond project.	A questionable hypothesis or project goal was presented. Background information was relevant, but connections were not made.	The hypothesis or goal was inappropriate or not stated. Little or no background information was included or connected.
Methods & Experimental Logic	Excellent choice of experimental methods to address hypothesis or goal of project.	Good choice of experimental methods to address hypothesis or project goal.	Method not appropriate to address hypothesis or goal of project.	Methods section insufficient or missing.
Procedures	Procedures were used correctly; Clear discussion and inclusion of controls or comparative groups	Procedures were used correctly; Adequate discussion of controls or comparative groups; lacks some controls or comparative groups.	Procedures were not followed consistently; Controls or comparative groups not adequately described; some controls or comparative groups missing.	Procedures (if applicable) were not used correctly; Serious lack of controls or discussion of controls.
Results	Substantial amounts of high quality data presented; sufficient to address hypothesis. Presentation of data was clear, thorough and logical. Addresses potential problems and alternative approaches.	Substantial amounts of good data were presented; sufficient to address the hypothesis or goal of project. Presentation of data was clear and logical.	Adequate amounts of reasonably good data were presented to address hypothesis or project goals. Presentation of data was not entirely clear.	Some data were lacking, not fully sufficient to address hypothesis or project goal. Presentation of data was either not included or very unclear & difficult to comprehend.
Discussion & Conclusions	Reasonable conclusions were given and strongly supported with evidence. Conclusion was connected to the project hypothesis and relevance in a wider context was discussed.	Reasonable conclusions were given and supported with evidence. Conclusion was connected to hypothesis but relevance was not discussed.	Reasonable conclusions were given. Conclusions were not compared to the hypothesis or project goal and their relevance was not discussed.	Loose or unsupported conclusions were given. Little or no connection to hypothesis or goal was apparent

Visual Presentation				
Organization	All expected components are present, clearly laid out, and easy to follow in the absence of the presenter.	All components are present, but layout is crowded or confusing to follow in absence of presenter.	Most expected components are present, but layout is confusing to follow in the absence of the presenter.	Some of the expected components are present, but poorly laid out and confusing to follow.
Background and Graphics	Text is clear and readable at a distance of three feet. Background is unobtrusive. Figures and tables are appropriate and labeled correctly. Photos, tables and graphs improve understanding and enhance visual appeal.	Text is relatively clear & most is readable from a distance of three feet. Background is unobtrusive. Most figures and tables are appropriate and labeled correctly. Photos, tables and graphs improve understanding.	Text is relatively clear, but font may be distracting or too small to read at 3 feet. Background may be distracting. Figures and tables not always related to text, are not appropriate, or are poorly labeled. Photos, tables & graphs limited and do not improve understanding.	Text is hard to read due to font size or color. Background may be distracting. Figures and tables poorly done and do not relate to the text, are not appropriate or are poorly labeled. Visual aids are limited or absent & do not improve understanding.

ORAL PRESENTATION GUIDELINES

Non-Verbal Skills				
Eye Contact	Holds attention of audience with the use of direct eye contact, seldom looks at notes.	Consistent use of direct eye contact with audience, but still returns to notes.	Minimal eye contact with audience, while reading mostly from the notes.	No eye contact with audience, as entire report is read from notes.
Body Language	Movements seem fluid and help the audience visualize.	Movements or gestures enhance articulation.	Very little movement or descriptive gestures.	No movement or descriptive gestures.
Poise	Student displays relaxed, self-confident nature, with no mistakes.	Makes minor mistakes, but quickly recovers from them; displays little or no tension.	Displays mild tension; has trouble recovering from mistakes.	Tension and nervousness is obvious; has trouble recovering from mistakes.
Verbal Skills				
Enthusiasm	Demonstrates a strong, positive feeling about the topic during the entire presentation.	Occasionally shows positive feelings about the topic.	Shows some negativity toward the topic presented.	Shows absolutely no interest in the topic presented.
Elocution	Student uses a clear voice and correct, precise pronunciation of terms; All audience members can hear the presentation.	Student's voice is clear, & pronounces most words correctly. Most of audience can hear the presentation.	Student's voice is low; Incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student mumbles, incorrect pronunciation, speaks too quietly for most of audience to hear the presentation

Content				
Subject Knowledge	Student demonstrates full knowledge; answers questions with explanations & elaboration.	Student is at ease with expected questions, does not elaborate on answers.	Student is uncomfortable with information; Able to answer only rudimentary questions.	Student does not have grasp of information; Cannot answer questions about subject.
Organization	Student presents information in logical, interesting sequence which follows the abstract. Helps audience understand relationships among ideas by using organization aids (announcing topics, transitions, summarizing).	Student presents information in logical sequence which follows the abstract. Audience has no difficulty understanding relationships among the ideas. The ideas in the message can outlined easily.	Organization is incoherent. Audience has difficulty following; Student jumps around and does not follow the abstract; Audience must make assumptions about relationships among ideas.	Audience cannot understand presentation because there is no clear sequence of information. The message is so disorganized the audience cannot understand most of the message.
Awareness of Audience	Significantly increases audience understanding and knowledge of topic; Effectively convinces an audience to recognize the validity of a point of view.	Raises audience understanding & awareness of most points; Clear point of view, development or support is inconclusive or incomplete.	Raises audience understanding and knowledge of some points. Point of view may be clear, but lacks development or support.	Fails to increase audience understanding of knowledge of topic; Fails to effectively convince the audience.
GENERAL GUIDELINES APPLYING TO ENTIRE SUBMISSION				
Clarity, Spelling and Grammar	All elements of the submission are well organized. Contains no errors in spelling or grammar. Defines all acronyms at their first use.	A few elements of the submission are somewhat disorganized. Contains one or two errors in spelling or grammar. Does not define one or two acronyms at first use.	The submission lacks general organization. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.	The submission is completely unclear: there are missing sections, several points are not clearly described. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.
Content				
Authorship	The student is primarily responsible for the work presented.	Student is mostly responsible for the work but outside assistance is apparent.	Student is only partially responsible for the work presented.	The student is largely not responsible for the work presented.
Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that seems inaccurate.	The content is generally accurate, but one piece of information is clearly inaccurate.	Content confusing or contains more than one factual error.

Comprehensiveness	Project includes all material needed to give a good understanding of the topic. Presentation corresponds to academic area selected.	Project is lacking one or two key elements. Presentation corresponds to academic area selected.	Project is missing more than two key elements.	Project is lacking several key elements and has inaccuracies.
Coherence	All content is carefully chosen to develop the student's thesis. There is no extraneous information.	Content is carefully chosen to develop the student's thesis. There may be a few extraneous points	Some content is not consistent with the student's thesis. There is a moderate amount of extraneous information.	Most content is inconsistent with the student's thesis and is difficult to follow because there is so much extraneous information.
References & Citations	Information is supported by authentic print resources; All resources are cited correctly, using a consistent format.	One or two references are missing or reference formats are inconsistent.	More than two references are missing or information is cited using the incorrect format.	Very few (or no) references are provided to support the information presented.
Originality and creativity	Excellent original thinking or creative innovation of technique. Very original presentation of material; Captures audience's attention.	Good original thinking and creativity; Good variety and blending of materials & media	Minimal original thinking or creativity. Little or no variation; material presented with little originality or interpretation	No original thinking or creativity. Repetitive with little or no variety; insufficient use of materials or media

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE

Oral Presentation Guidelines



Each institution will be allowed a maximum of two oral presentations for this competition. The oral presentation competition is only open to students who are not already submitting an abstract for the Poster Competition or nominated to be an Ambassador.

Professionals must possess a well-developed ability to communicate via oral presentations. The oral presentation portion of the CSTEP conference is designed to emphasize the value of an ability to deliver oral presentations, as well as to help students develop their oral presentation skills.

Introduction to this year's Oral Presentation Competition:

This year, we will continue the tradition of presenting *Distinguished Oral Presentation Awards*. One student from every oral presentation category will receive a *Distinguished Oral Presentation Award* and one student will receive an Honorable Mention. Each school may submit a total of two oral presentations, please remember that students making oral presentations cannot participate in the poster competition. The oral presentation categories include: Natural Sciences, Technology, Physical Sciences, and Social Sciences. **The Distinguished Oral Presentation Award will be based on the student abstract and PowerPoint presentation only.** Students will receive feedback for the oral portion of their presentation; however, this will not be part of the formal judging process.

Abstracts must be submitted no later than February 08, 2013.

PowerPoint presentations must be submitted via email no later than March 8, 2013

(Email the student's PowerPoint presentation as a .ppt file to cstep.oral.presentation@gmail.com)

A panel of judges will review the submissions and students will be presented with the awards during the awards ceremony on Saturday evening. All complete submissions (abstract and presentation) will be evaluated using the attached rubric.

There will be a mandatory meeting for all Oral Presenters from 9:30 – 10:30pm on Friday, April 12.

GUIDELINES

Oral presentations are carefully prepared to be fifteen minutes long. They are presented as part of a panel of four or five presentations, usually addressing a common subject matter.

In the sciences and some social sciences, presentations are usually made from notes and are accompanied by visual materials such as tables, graphs, charts, and photographs (most often in PowerPoint). In the humanities and some other social sciences, presentations are usually read aloud from a prepared text, sometimes with accompanying visual materials. *Work with your faculty mentor to produce an oral presentation appropriate to your discipline.*

The following guidelines have been developed to assist you in the planning and development of your oral presentation. Please read the guidelines carefully.

I. Oral Presentation Registration Form:

1. The online registration information will be used to maintain contact with presenters.
2. Confirmation emails will be sent to the CSTEP program staff listed as the primary contact person on the cover of the Registration Portfolio.
3. Please register to participate the Oral Presentations online, by copy-pasting the following link into your browser:

<http://bit.ly/CSTEPOralPresentationRegistration2013>

II. Oral Presentation Requirements:

1. An abstract of the presentation is required for the submission. This will be published in the Conference Proceedings.
2. Presentations should be saved to a jump drive. The provision of slide projection and/or video may be made by prior arrangement.
3. Presentations should be of 12 minutes duration, allowing 3 minutes for questions, unless otherwise advised by the Session Organizer. You will be informed of the day and time of your presentation once the program has been finalized.
4. Presentations should be designed using PowerPoint and as landscape format/on-screen show. Please make sure the file is saved as a .ppt file and NOT a .pptx file.
5. Slides should contain no more than 5 bullet points and use large font, able to be seen from the back of the auditorium. Use simple images with a basic color scheme to enable easy viewing for the audience.
6. Always bring a back-up of your presentation and ensure your presentation is PC compatible.

7. Expectations for the Presentation:

1. Present your information in a **clear, logical** way. It should be easy to anticipate the next slide.
2. The **visual aspects** of your presentation should enhance clarity & readability. Choose your backgrounds, font style and graphics carefully and make sure everything is appropriate for your topic
3. There should be **no spelling or grammar errors**. Define all acronyms at their first use.
4. Make sure all of your content is **accurate**. You should be **comprehensive** enough to give your audience a good understanding of the topic but also, all information should be carefully chosen for the purpose of developing your thesis. There should be **no extraneous information**
5. You must support all of your information with authentic **resources**. You should also be careful to cite your sources correctly & use a consistent format.

III. Abstract Guidelines

1. Copy paste your abstract into the online form (link provided above).
2. **Abstracts should not exceed 250 words.**
3. Include presenter's name and class status, title of presentation and institution name.
4. When you copy-paste the abstract into the online submission form, please make sure to use block paragraph format with a single space between paragraphs and no indentation.

IV. Category of Presentation/Abstract

Students must choose one of the following categories for presentation:

1. Natural Sciences
2. Technology
3. Physical Sciences
4. Human Services
5. Social Sciences

V. The PowerPoint Presentation

The PowerPoint presentations will be reviewed by a sub-committee of the Conference planning Committee. The sub-committee will review the PowerPoint presentations according to the following:

1. The abstract corresponds to the academic area selected (Human Services/Social Sciences, etc.)
2. The PowerPoint must contain:

Problem

- Introduce the problem or provide background for what you will address.
- Describe your problem and why your work was needed.
- Make connections between the problem, the context and the purpose of your investigation.

Method

- **What did you do?**
- Describe the method of research, study, or analysis applied to the problem.
- Be specific but concise!

Visuals

- Graphs or illustrations that support method, data, etc.

Results

- **What results did you get?**
- Summarize the major results of the research, study, or analysis.
- Be specific but concise!

Conclusions

- **Why are these results useful?**
- Provides your interpretation of the results.
- Relate your results back to the original problem you set out to address.
- State the relevance, implications or significance of results to the broader context of the topic.
- Make recommendations or state the implications for future work on this topic.

References

- What texts, research articles, etc. were used to strengthen the presentation?

Submission Deadline: February 08, 2013

For questions, please email Jessica Doeman and Stephanie Hundt,
Oral Presentation Committee Co-Chairs
Email: cstep.oral.presentation@gmail.com

CSTEP Student Oral Presentation Rubric

CATEGORY	Excellent-4	Good-3	Satisfactory-2	Needs Improvement-1
ABSTRACT GUIDELINES				
Format	Abstract follows formatting: Left-margin justified, single spaced, with no indentations at the beginning of each paragraph. Add an extra space between paragraphs, if necessary. Do not exceed 250 words; Includes: Presenters name & class status, project title & institution name	One or two elements of formatting rules (see left) are incorrect	More than one or two elements of formatting rules (see left) are incorrect	The student did not follow several of the formatting rules.
Content				
Introduction (What is the Problem?)	Describes the problem & why this work was needed; Makes connections between the problem, the context and the purpose of the investigation	Describes problem & why this work was needed. Makes connections between the problem, the context and the purpose of the investigation.	Description the problem but makes only implicit or superficial connections between the problem, the context and the purpose of the investigation.	Does not adequately describe the problem or why the work was needed; Does not make links between the problem, the context and the purpose of the investigation.
Methods (What did the student do?)	Describes the method of research, study or analysis applied to the problem. Specific and concise.	Describes the method of research, study or analysis applied to the problem but lacks one or two relevant specifics or is wordy.	Describes the method of research, study or analysis applied to the problem but lacks more than two relevant details or is overly wordy.	Does not adequately describe the method of research, study or analysis applied to the problem.
Results (What did the student find?)	Summarizes the major results of the project. Specific and concise	Summarizes the major results of the project but lacks one or two specifics or is wordy.	Summarizes major results of the project but lacks more than two relevant specifics or is overly wordy.	Does not adequately report the major results of the project.
Discussion (Why are these results useful?)	Provides an interpretation and relates results back to the problem; States the relevance, implications, or significance of the results to the broader context of the topic. Makes recommendations or states implications for future work.	Provides an interpretation and relates results back to the problem and to a broader context, but these sections may lack specifics or be overly wordy. Makes recommendations or states implications for future work.	Provides superficial or tangential interpretation of results. Attempts to relate results back to the problem and broader context. Superficial connections to a broader context. May not make recommendations for future work.	Does not provide adequate interpretation of results and does not relate results back to the context or original problem Does not make recommendations for future work.

POWER POINT PRESENTATION GUIDELINES

Organization of PowerPoint Presentation

Sequencing of Information	Information is organized in a clear, logical way. It is easy to anticipate the next slide.	Most information is organized in a clear, logical way. One slide or piece of information seems out of place.	Some information is logically sequenced. An occasional slide or piece of information seems out of place.	There is no clear plan for the organization of information.
Length	Presentation is comprehensive but concise	Presentation is comprehensive but may include slightly more information than could be presented in 12 minutes	Presentation is not comprehensive or the amount of information is unmanageable	Presentation is far too short to provide enough information or is far too long to fit into a 12 minute presentation

Visual Presentation of PowerPoint

Background	Background does not detract from text or other graphics. Choice of background is consistent from card to card and is appropriate for the topic.	Background does not detract from text or other graphics. Choice of background is consistent from card to card.	Background does not detract from text or other graphics.	Background makes it difficult to see text or competes with other graphics on the page.
Text - Font Choice & Formatting	Font formats (size, color, bold, italic) have been carefully planned to enhance readability and content. All slides have ≤ 5 bullet points.	Font formats have been carefully planned to enhance readability. Most slides have ≤ 5 bullet points.	Font formatting has been carefully planned to complement the content. It may be a little hard to read. Many slides have > 5 bullets	Font formatting makes it very difficult to read the material. Most slides have too much information.
Use of Graphics	All graphics are simple and attractive (size and colors) and support the topic of the presentation.	A few graphics are too complex or unattractive but all support the topic of the presentation.	All graphics are attractive but a few do not support the topic of the presentation.	Several graphics are too complex, unattractive AND detract from the content of the presentation.

GENERAL GUIDELINES APPLYING TO ENTIRE SUBMISSION

Clarity, Spelling and Grammar	All elements of the submission are well organized. Contains no errors in spelling or grammar. Defines all acronyms at their first use.	A few elements of the submission are somewhat disorganized. Contains one or two errors in spelling or grammar. Does not define one or two acronyms at first use.	The submission lacks general organization. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.	The submission is completely unclear: there are missing sections, several points are not clearly described. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.
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Content				
Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that seems inaccurate.	The content is generally accurate, but one piece of information is clearly inaccurate.	Content confusing or contains more than one factual error.
Comprehensiveness	Project includes all material needed to give a good understanding of the topic. Presentation corresponds to academic area selected.	Project is lacking one or two key elements. Presentation corresponds to academic area selected.	Project is missing more than two key elements.	Project is lacking several key elements and has inaccuracies.
Coherence	All content is carefully chosen to develop the student's thesis. There is no extraneous information.	Content is carefully chosen to develop the student's thesis. There may be a few extraneous points	Some content is not consistent with the student's thesis. There is a moderate amount of extraneous information.	Most content is inconsistent with the student's thesis and is difficult to follow because there is so much extraneous information.
References & Citations	Information is supported by authentic print resources; All resources are cited correctly, using a consistent format.	One or two references are missing or reference formats are inconsistent.	More than two references are missing or information is cited using the incorrect format.	Very few (or no) references are provided to support the information presented.

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE

Ambassador Nomination Form



Due to the overwhelming success of our Student Ambassador Corps, selected students will continue to lead our conference again this year!

Submission Deadline: February 08, 2013

Please nominate ONE student who will serve as your Ambassador. This student should be someone who is confident, articulate, and able to act independently as well as work comfortably in a team. Your Ambassador should also be someone who is NOT going to present in the Oral or Poster presentations, as they will be working as greeters, hosts, moderators, or ushers during both of these activities.

The success of this endeavor depends on your willingness to be involved and the energy and commitment your student can bring to the task. Let's give our students the opportunity to take ownership of their conference and to SHINE!

Please be prepared to provide the following information:

Director's Name _____

Director's Email _____

College _____

Ambassador's Name _____

Ambassador's Email _____

Ambassador's Shirt Size _____

Once the conference schedule is set, a sub-committee member will contact your student so that they are clear about their responsibilities. We will also hold a mandatory Ambassador's orientation on Friday evening to ensure that everyone is ready to do their part and represent your program with distinction.

Please copy-paste the link below into your browser to submit your Ambassador Nomination information:

<http://bit.ly/CSTEPAmbassadorNomination2013>

For questions, please email Barbara Thompson, CSTEP Ambassadors Committee Chair

Email: bthomps@brockport.edu

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

**APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE
BOLTON LANDING, NEW YORK**

Call for Workshop Proposals



“JOURNEYS BEYOND EXCELLENCE”

Hosted by the New York State Education Department and
Syracuse University

CONFERENCE OVERVIEW

The Collegiate Science & Technology Entry Program (CSTEP) is a statewide program designed to foster students' academic success in preparing for the **licensed professions or careers in Science, Technology, Engineering, and Mathematics (STEM)**. Since 1992, a conference has gathered our brightest students to showcase research experiences through oral and poster presentations, while offering academic, professional and personal development workshops. Approximately 600 students and staff will attend the conference from over 50 universities and colleges across the state of New York. **CSTEP is a past recipient of the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentorship (PAESMEM)**; and we invite presenters to submit proposals to share information with students participating in this award winning program.

PROPOSAL GUIDELINES

Workshop proposal should be relevant to the theme and student population.

Suggested topics include, but are not limited to:

- Success Strategies for STEM Students
- Success Strategies for Students pursuing the licensed professions
- Career Panel Discussions (STEM & the licensed professions)
- Applying for Fellowships/Scholarships
- Achieving Balance for Academic Success
- Leadership Development
- Preparing for Graduate/Professional School
- Securing Internships
- The Importance of Conducting Research
- Study Skills, Learning Styles
- Time Management, Stress Management
- Money Management
- Goal Setting and Achievement
- CSTEP Alumni Panel

Selected presenters will receive accommodations for one night, an honorarium and meals

**NOTE: This does not apply to CSTEP program administrators.*

Submission Deadline: Friday, February 08, 2013

With Notification by Friday, March 1, 2013

Please copy paste the link below into your browser to submit your workshop proposal, description (not exceeding 350 words) and a brief bio (not exceeding 250 words) online at:

<http://bit.ly/CSTEPWorkshopProposal2013>

Please address questions to: Gladys Schrynemakers and Kim Overrocker, Workshop Committee Co-Chairs

Phone: (718) 488-3405; Emails: gschryne@liu.edu & koverrocker@mvcc.edu

Email Subject: **CSTEP CONFERENCE WORKSHOP PROPOSAL**

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE - BOLTON LANDING, NEW YORK

Call for Poster Competition Judges

CONFERENCE HISTORY

CSTEP is an academic enrichment program designed to foster students' success in preparing for professional licensure or careers in the scientific, technical, or health-related fields. The conference began in 1992 as a way to showcase the research experiences of CSTEP students. Approximately 600 students and staff attend the conference each year from the more than 50 CSTEP programs across the state of New York.

POSTER COMPETITION

The Poster Competition is the centerpiece of the conference. This competition acknowledges the individual students' academic achievement, knowledge and acquired research and presentation skills. The Poster Competition takes place on Saturday, April 13th. The competition has averaged just over 110 posters for the last several conferences.

INFORMATION FOR JUDGES

Selection: Judges must be nominated by a CSTEP staff member. Judges will be selected based on their academic background and experience in the Natural Sciences, Social Sciences, Human Services, Technology, Physical Sciences or the Licensed Professions. Priority will be given to faculty in the targeted fields, and particularly those with prior experience in judging.

Responsibilities: Presenters will be divided topically into groups of up to 8 posters and judges will be assigned in pairs to each group. Judging teams will be sent their group's abstracts for review prior to the conference. At *The Sagamore*, the judging takes place during a 90-minute closed session Saturday morning. Posters are judged based on a rubric provided to all presenters and judges prior to the conference. **All judges will be expected to attend the judges meeting held at on Friday, April 12 at 9:30p.m.**

Remuneration: Judges are provided with two (2) nights of accommodation, an honorarium of \$200.00, and meals. Unfortunately, the conference **does not** cover room and meal expenses for any guest(s) you may choose to bring. If you plan to bring along guests, we will provide a guest registration form. The hotel will charge for guests added to rooms and the conference will charge for guest meals. Please note, any judge who is also a CSTEP staff member will not receive an honorarium and will be responsible for their conference registration fee. Judges who are not CSTEP staff are not required to pay the registration fee.

TO NOMINATE A JUDGE:

Please submit the online Nomination Form using the link below. We ask that nominations be made by CSTEP staff. CSTEP staff wishing to serve as judges can self-nominate. Nominations must include the category in which the judge would prefer to serve (see list below). These preferences will be used to assign judges to posters appropriate to their areas of expertise. **Due date is February 8, 2013.** The selection notification date will be in late February of 2013.

When submitting nominations online, please have the following information ready for input:

Name of Nominated Judge	Nominee Email Address
Title of Nominee	Nominator's Name
Institution of Nominee	Nominator's Institution
Preferred Categories	Nominator's Email

The poster categories are as follows:

Biochemistry	Geology	Nanotechnology
Biology	Health & Wellness	Physics
Cell Biology	Human Services	Psychology
Chemistry	Immunology	Public Health
Computer Science	Materials Science	Social Sciences
Education	Mathematics	Technology
Engineering	Medicine	Virology
Environmental Sci.	Microbiology	Zoology
Genetics	Molecular Biology	

Please submit your Nomination Form online:

<http://bit.ly/CSTEPJudgeNomination2013>

For questions, please email Sean Partridge, Poster Committee Chair (partrisc@potdam.edu)

**Submission Deadline: Friday, February 08, 2012,
Selection notification will be in late February, 2013**

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE
BOLTON LANDING, NEW YORK

CSTEP Transfer, Graduate and Professional Opportunities Fair



November 21, 2013

Dear Transfer and Graduate Admissions Representative,

It is a great pleasure to announce the Transfer, Graduate and Professional Opportunities Fair at the 2013 CSTEP Annual Statewide Student Conference which will be held on April 13, 2013 from 1:30pm to 3:30pm at the Sagamore Hotel in Bolton Landing, New York.

Collegiate Science and Technology Entry Program (CSTEP) is a New York State funded program supporting underrepresented populations and economically disadvantaged students in the STEM (Science, Technology, Engineering and Math) and NYS licensed fields of study. The Conference hosts approximately 500 ethnically diverse students representing the best in these fields from 50 plus NYS colleges and universities. We are inviting some of the top companies in these fields to present themselves and their opportunities to these motivated and qualified students.

Attached you will find the Registration Form. This year we are happy to be able to provide one free lunch voucher for your representative for that day. Please note the dates and fees. Being sensitive to present economic conditions, we have kept our fees reasonable and at the same rate as last year.

Lodging for representatives is available for an additional \$246 .00 which includes 3 meals. Reservations will be forwarded on separate cover letter after your registration form has been received.

The Annual Statewide CSTEP Conference Planning Committee looks forward to your participation in this year's Opportunity fair. It is a wonderful opportunity for both your company and our students!

Feel free to contact me by phone, at (718-817-3269), or by email, at cgarcia@fordham.edu, to answer any questions. I look forward to your participation in our 7th annual CSTEP Transfer, Graduate and Professional Opportunities fair.

Sincerely,

Christie-Belle Garcia

Christie-Belle Garcia, Chair
Transfer -Graduate and Professional Opportunities Fair
Statewide Annual CSTEP Conference Committee

21ST ANNUAL CSTEP STATEWIDE STUDENT CONFERENCE

APRIL 12-14, 2013 AT THE SAGAMORE ON LAKE GEORGE
BOLTON LANDING, NEW YORK

CSTEP Transfer, Graduate and Professional Opportunities Fair: Registration Form



Submission Deadline: February 08, 2013

Name of School /Graduate Program / Company _____

Representative(s) Attending _____

Representative's Title _____

Address _____

School/Program or corporation Website URL: _____

E-Mail _____ Telephone _____ FAX _____

(All further correspondence will be by e-mail.)

{ } Please register our school for the CSTEP Transfer, Graduate and Professional Opportunities Fair: **Myinstitution's CSTEP Program has submitted its conference registration fees, which covers my fee.**

CSTEP Program Director/Coordinator's Name: _____ Telephone Number: _____

{ } Register College for the CSTEP Transfer, Graduate and Professional Opportunities Fair: **I have enclosed the non-refundable registration fee to Syracuse University.** (Registration is **NOT** confirmed until the fee is paid.)

{ } Register Corporation for the CSTEP Transfer, Graduate and Professional Opportunities Fair: **I have enclosed the non-refundable registration fee to Syracuse University.** (Registration is **NOT** confirmed until the fee is paid.)

Please select appropriate representation for the CSTEP conference. Submit the appropriate fee to Syracuse University. Note that the CSTEP Conference will provide one free lunch voucher per school represented.

			<u>Name of Person Attending</u>
One School Transfer or Graduate Program, 1 Representative	\$ 150.00	<input type="checkbox"/>	
Two Schools Transfer and Graduate Program, 2 representatives	\$ 300.00	<input type="checkbox"/>	
Corporation/Company Representative	\$ 300.00	<input type="checkbox"/>	

Space is limited. The official registration date is February 08, 2013, but we encourage registering early since this event may fill before the deadline.

Checks should be made payable to: Syracuse University

Mailed to: CSTEP Conference C/o Fordham University CSTEP

441 East Fordham Road, Collins Hall 302

Bronx, NY 10458

Attn: Christie-Belle Garcia

Email: cgarcia@fordham.edu phone: 718-817-3269 fax: 718-817-3263