Viterbo University Summer Research Fellowship Program

FINAL SUMMER RESEARCH REPORT AND SEVEN RIVERS PRESENTATION SUBMISSION GUIDELINES

FOR NON-FSPA STUDENTS

Summer Research Fellows should plan to submit the following within one week of the close of the summer research term. Please note that you will receive your final stipend disbursement after the three aforementioned items have been submitted. Reports and/or Seven Rivers presentations submitted after July 17th will result in delayed stipend disbursements. Please plan to submit:

1. A brief (1 full page) summary of goals, research methods, results, and a discussion the work completed. Appendices may be added but should not exceed 5 pages. Please double-check your grammar and spelling and use lay terminology that can be understood by those outside your discipline whenever possible.

2. A brief (1 full page) discussion of what you learned about your area of research/your field, how will it impact your career goals, what you learned about yourself, etc.

3. Your faculty mentor-approved Seven Rivers Undergraduate Research Symposium Poster, Oral Presentation, or Creative Work. If you are still collecting or analyzing data, you may leave that portion of the presentation blank. Please note, however, that you will be expected to submit your presentation in as final a form as possible. As you put together your Seven Rivers presentation, please keep the following in mind:

   o POSTER PRESENTATIONS:
     - We find our posterboards and easels best accommodate posters that are 34” X 44” in size, landscape orientation.
     - Please take time to read through the resources on developing research posters at www.viterbo.edu/undergraduateresearch under “Resources for Students”.
     - Please note that you are responsible for covering the cost of printing your poster. Use of pictures and solid backgrounds (i.e. things that use lots of ink!) will drive up the cost of your poster. If you limit these things, you can
print an engaging, quality poster for less than $10. See the Copy Center Poster Printing Guidelines via the website listed above for more information.

- **ORAL PRESENTATIONS:**
  - Oral presentations at the Seven Rivers Undergraduate Research Symposium are limited to 10-12 minutes and are followed by 3-5 minutes for questions.
  - Please take time to read through the resources on developing oral research presentations at [www.viterbo.edu/undergraduateresearch](http://www.viterbo.edu/undergraduateresearch) under “Resources for Students”.

*Again, your faculty mentor must review and approve your Seven Rivers presentation before you submit it.* Please know that they will need time to review your work and that you’ll need time to make the necessary changes. Plan accordingly and get things done early!

Please contact Kirsten Gabriel at kkgabriel@viterbo.edu with any questions you might have.

Reports and presentations can be emailed to kkgabriel@viterbo.edu as early as Friday, July 10, but no later than Friday, July 17.