

## REQUIREMENTS - ALL SENIOR SCHOLARS AND FELLOWS

**1) Registration Form** ..... **Due Friday, March 24 – Noon!**

**2) Written Report** ..... **Due Wednesday, March 29 – Noon!**

Your written report is a more complete summary of your work. Senior reports should be no more than **four pages** (using single spacing) – including graphs and charts. Fellow reports should be no more than **seven pages** (using single spacing) – including graphs and charts.

The report should be in the following format:

- ▶ **Software** - Use **Microsoft Word** software (OSGC uses **Version 2010**)
- ▶ **Font** – Use **Calibri** font, **11 point** font size.
- ▶ **Line Spacing** – Use **Single Spacing** (1.0)
- ▶ **Alignment** – Use **Align Left** (please do **NOT** use the Justify feature)
- ▶ **Margins** – **1”** Top, Bottom, Left, and Right Margins.
- ▶ **Paragraph** – Do **NOT** change spacing Before or After (Keep at 0 (default settings)).
- ▶ **Figures, Charts, Pictures** – With the picture or object selected, under Format, select **In line with text** as the wrapping style in the Layout tab. Selecting other options causes formatting errors. Make sure the information is readable!
- ▶ **Formatting Tools** – Do **NOT** use any of the following formatting tools in your report as it has caused us major problems when we Copy and Paste your report into the final Proceedings Book along with all of the other student reports:
  - Paragraph Spacing (Pt Before and After). Please keep this at 0 (default settings).
  - Page Numbering
  - Track Changes (Commentary from your advisor **must** be deleted before submitting your paper.)
  - Headers or Footers
  - Footnotes or Endnotes
  - Hyperlinks in body of paper to Figures, Footnotes, Endnotes, Pictures, or Objects
  - Protect Document or Password Protection

Organize your report in the following manner (Numbers 1-8 are used below for sequencing example purposes only):

1. Introductory Information in the following order:

**Title of Your Research Report (Use Bold Formatting)**

Student Researcher: Your First Name, Middle Initial, Last Name

Advisor: Name of Your Advisor

Name of College / University You Attend (Use Underline Formatting)

Name of Your Department

2. Abstract
3. Project Objectives (a discussion of your objectives)

4. Methodology Used
5. Results Obtained
6. Significance and Interpretation of Results
7. Figures/Charts
8. Acknowledgments and References

Do **NOT** create a **separate** Title Page. Your Abstract should begin directly below **“Name of Your Department.”**

Whatever you send us will be reproduced *“as is,”* printed and bound in the Symposium Proceedings book. We cannot re-key your report or correct spelling/grammatical errors. Your report should be *“publication ready.”* The final book will be distributed to participants, Campus Representatives, Advisors, Symposium Speakers/Evaluators, College/University Deans, and NASA Headquarters. Remember, your final product is a reflection of you, your college/university, and your research. You may count this report as a published work.

**Use the link provided on the OSGC website to submit your final report.**

If you follow these procedures, it will make the production of the Symposium Research Day Proceedings relatively easy and result in a professional-looking final product.

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### **3) PowerPoint Presentation..... Due Wednesday, March 29 – Noon!**

**Use the link provided on the OSGC website to submit your PowerPoint Presentation.**

Microsoft PowerPoint software is recommended to showcase your research. Use the link provided on the OSGC website to submit your presentation. The submission deadline is critical to ensure that all of the students’ presentations are loaded onto OAI’s equipment ahead of time with no last-minute worries. There will **no exceptions** made once your presentation has been downloaded to OAI’s computers.

You should time your presentation to be **15 minutes maximum** in length (note that this timeframe also includes the Question and Answer Session at the end of your presentation). Please be prepared to discuss your research project with faculty, students, and other attendees. The research should be presented by giving sufficient background material so that it is understandable to someone not knowledgeable in your area. Be prepared when it is your turn to present and do **NOT** go over your allotted time as a courtesy to the presenters who will be following your presentation. Professional educators and researchers will be on hand to provide you with positive feedback on your oral presentations. They will be considering the following elements as your evaluation criteria:

- Technical content and quality of research
- Logic of research method used
- Relevancy and practicality of the research
- Delivery of oral presentation

**Following are some frequently asked audio-visual questions:**

**Q1: *Can I bring my own laptop?***

A1: No, we prefer that you send us your PowerPoint presentation ahead of time and use the equipment provided by OAI. Your presentation will already be downloaded and ready to go for you upon your arrival (your **Last Name-First Name** will serve as the file name for your presentation).

**Q2: *What type of software will OAI's computers be running?***

A2: OAI's computers will be running Microsoft Windows 7, Microsoft Office 2010 and Adobe Acrobat Reader.

**Q3: *Should I bring a back-up copy of my presentation with me and if so, what type of media should my presentation be on?***

A3: Yes, we highly recommend that you bring along a copy of your presentation. If possible, your presentation should be on a USB Flash Drive. Please refrain from using CDRW as some CD drives can have difficulty reading them.

**Q4: *When is the deadline to submit my presentation?***

A4: Wednesday, March 29, Noon!