

MEMORANDUM

TO: Senior II's
Faculty in the Division of Science, Mathematics, and Computing

FROM: Michael Tibbetts, Chair of the SM&C Division

RE: Senior Projects – Finishing Up

DATE: April 4, 2018

Enclosed is information pertaining to the finishing up of senior projects:

- I. Finishing Up Senior Projects in the SM&C Division
- II. Senior Project Poster Session
- III. Guidelines for Posters
- IV. Requirements for On-Campus Printing

Important Dates:

- Wednesday, April 25: Send title, abstract and adviser name to division secretary (karcher@bard.edu)
- Wednesday, May 2: Senior Project Due Date
- Tuesday, May 8, 5:00 p.m.: Deadline for submission of posters for printing (bardposters@bard.edu)
- Thursday, May 17, 6:30-8:30 p.m.: Poster Session in the lobby of RKC

If you have questions about your senior project or the Senior Project Poster Session, please ask your project adviser. For technical assistance for projects or posters, contact Nicole Roberts at nroberts@bard.edu.

Best of luck as you finish up your project. Although you may feel overwhelmed in the final weeks of the project, most students find the senior project to be one of their most rewarding experiences at Bard.

I. Finishing Up Senior Projects in the SM&C Division, Spring 2018

- **Senior Project Due Date: Wednesday, May 2**

Senior projects are due at the office of the Dean of the College by 5:00 p.m. on the due date.

- **Late Projects**

Please get your senior project in on time! A late project (even one day late) will have its grade lowered. You are responsible for making sure your project is printed and copied on time - technological failures will not be accepted as excuses for a late project. Make sure you regularly back up your work and that you are able to print your project ahead of time. The only way to obtain an extension on your senior project without penalty is by approval of the Faculty Executive Committee; your adviser cannot approve an extension.

- **Format**

Please follow the formatting guidelines for senior projects distributed by the Dean's Office. These guidelines are available at <http://www.bard.edu/dosa/resources/>.

- **What to Submit**

On the senior project due date, take four copies of your project, together with two extra copies of the title page, to the Dean's Office. Leave an *unbound* copy of the project (in a 10x13" manila envelope with your name written on it), and the extra title page, at the Dean's office. Give the other three copies to the members of your senior project board. The copy given to the Dean's Office will go to the Bard Library. If you make revisions after your final project board, be sure to submit the revised copy to the library to replace the original.

- **Digital Submission**

You will submit your project online - for May 2018 submissions, go to <http://digitalcommons.bard.edu> by the project submission deadline. When you submit the hard copies of your Senior Project you should bring the confirmation email you receive after you complete the online submission.

- **Abstract**

Every senior project should include an abstract, which is a one-paragraph synopsis of the project, and which should strive to be as free of symbols and technical jargon as possible.

- **Email Information to the Division Secretary**

Please email the information below to Megan Karcher (karcher@bard.edu) by **Wednesday, April 25**.

This information will be used for the Senior Project Poster Session.

- NAME
- PROJECT TITLE
- ADVISER
- ABSTRACT (no more than 1 page, double spaced)

- **Final Board Meeting**

After the senior project due date, you will meet with your project board for a final board meeting. Discuss the scheduling of the final board meeting with your project adviser when you hand in your project.

- **Grades**

The grade for the project is determined by your program after getting a recommendation from the project board. Grades will be based upon the work done, the effort put in throughout the year, the quality of the writing, the presentation at the poster session, and other criteria determined by the program.

II. Senior Project Poster Session, SM&C Division, Spring 2018

- **What is the Poster Session?**

After the senior project due date, all seniors in the SM&C Division participate in the divisional Senior Project Poster Session, in which each student presents a poster explaining the results obtained during the course of the senior project.

- **Poster Session and Reception: Date and Location**

The SM&C Division hosts a public reception during the Senior Project Poster Session. Refreshments will be served.

Thursday, May 17

6:30 – 8:00 p.m.

Reem & Kayden Science Center, Lobby

During the reception, all seniors in the SM&C Division should stand near their posters, in order to explain their projects and answer questions, adjusting the level of their presentation to the backgrounds of the audience. The audience will include non-scientists. Invite all your friends to see what you have accomplished!

- **Deadline for on-campus poster printing**

Students presenting research at conferences as well as seniors presenting their senior projects have limited access to a 42" large-format printer. Due to constraints on time and resources, there are several requirements to be eligible for use of the printer. Students who fail to meet these requirements, including the fixed deadline, will be required to print their poster off campus, at their own cost. A list of the requirements is attached. As very few local businesses provide large-format printing services, and those that do command a premium fee, it is generally in the student's best interest to simply follow the guidelines and print their posters on campus, at no cost to them. Posters should be submitted for on-campus printing

No later than Tuesday, May 8 at 5:00 p.m.

Students are urged to finish their poster as far in advance of the submission date as possible to allow time for troubleshooting and printing. Posters received after the deadline will not be accepted. Printing then becomes the student's responsibility-- on their own time, at their own expense.

Completed posters must be submitted via email to BardPosters@bard.edu. Posters sent to Bard Webmail will be discarded (if they even make it to the inbox).

- **How to Make a Poster**

See the enclosed guidelines about how to make a poster. Consult with your project adviser if you have any further questions.

- **Examples of Posters**

Posters from recent years can be found in the lobby of the Reem & Kayden Science Center.

III. Guidelines for Posters

Senior Project Poster Session

SM&C Division

- **Attract the Viewer's Attention**

Design your poster to engage the viewer in your work. Make it easy for the viewer to follow the presentation from section to section.

- **Use an Introduction and Conclusion**

A quick reading of the introduction and conclusions should allow a viewer to understand the main questions your project addressed and what you discovered.

- **Keep It Simple**

The poster should convey the main points of the project, but not overwhelm the viewer with all the details of the method or results. You will be able to make more detailed explanations in individual discussions at the Senior Project Poster Session Reception.

- **Make It Easy to Read From a Distance**

Use 16-point type or larger for the text, and even larger type for headings. Colors should be chosen wisely for visibility, and used sparingly. **The background for the poster should be white, with no background graphics** (so that the poster will be easy to read).

- **The Poster Should Be Printed on a Single Sheet**

You can print the whole poster on a single 42 in. x 42 in. sheet of paper. Please see the attached On-campus Printing Requirements for information on how and when to print your poster.

- **Do not forget to remove the blue border of the PowerPoint template!**

- **A Typical Poster Includes**

- The senior project title, your name, your adviser's name, your program, the type of project (Senior Project or Independent Research) and the semester.
- Introduction -- State the goals and motivation of the project. This material should be accessible to a general science audience.
- Methods and Procedures -- Explain what was done and how it was done. Diagrams of experimental apparatus or sample calculations should be included where appropriate.
- Results -- Present the results in a manner that is easy to understand at a glance. Use headings on any graphs or tables indicating what they show. Graphs should have all axes marked with the relevant variables.
- Conclusions -- State the main conclusions one can draw from your work, or unanswered questions that your work raises. These are frequently given in a bulleted list.

IV. Requirements for On-Campus Printing

- **Posters must be submitted BEFORE the deadline**

5:00 p.m. Tuesday, May 8

- **Templates**

Students must utilize either the PowerPoint template or TeX. Students who are unfamiliar with TeX should use PowerPoint, as the division has a template created specifically for student use. In general, the rule of thumb is Math students use TeX, everyone else uses Powerpoint. Students who wish to create their posters using TeX can find more information at <http://math.bard.edu/bloch/tex/> or contact Professor Ethan Bloch (bloch@bard.edu).

- **Work within the blue border of the template**

Anything outside the blue area will be cut off, since the working area of the printer is closer to 40x40" than 42x42". Fill in your text boxes, diagrams, and images. Make sure everything is spelled properly, lined up the way you want it to be lined up, and that your name, adviser, program, type of project and semester are on the poster somewhere.

PLEASE BE SURE TO REMOVE THE BLUE BORDER BEFORE SENDING THE POSTER TO NICOLE.

- **Submit the poster for printing**

Once your poster is finished, edited, and you are sure it's ready to be printed, submit the poster via email to BardPosters@bard.edu. Simply attach your PowerPoint (.ppt) or PDF (.pdf) produced from TeX to an email and send it to that address. Please include in the body of your email:

- Your name
- Your adviser's name
- What program was used to produce your poster (i.e. PowerPoint, OpenOffice, LaTeX)
- Whether you used a Mac or a PC