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2005-06/60

1st Annual TRU Undergraduate Conference

Final Report

*Prepared by Annette Domínik, sponsor, and Danica Therrien and
Amanda Oldring, Service Learning 300 students*

March 2006



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Overview

The idea for a TRU Undergraduate Conference came from TRU graduating student, Jeffrey Preiss, in conversation with instructors Annette Dominik and Kelly-Anne Maddox in summer 2005. The project was brought to realization through the Service Learning Programme, which allowed two students, Amanda Oldring and Danica Therrien, to gain arts elective credits for organizing the event under the sponsorship of Annette Dominik. The course outline is included in Appendix A. Danica and Amanda took full ownership of the project, dedicating many hours of work and great enthusiasm to making this a memorable day for all. In addition to all their other tasks and studies, they applied for funding, created a website, sent out a call for papers, vetted submissions and compiled a schedule, designed and distributed publicity materials, etc. They also called in the help of many partners around TRU. A list of these contributors is given in Appendix B. Amanda and Danica's commitment, energy and creativity made this event the success that it was.

The full-day conference began with a visual arts exhibition in AE163 featuring artwork by TRU visual arts students. Participants were able to view the exhibition during the morning coffee session and then attended parallel sessions of student presentations in AE162 and AE108. At the lunch break, the morning visual arts display was replaced by a second exhibition. Full details can be found in the programme attached in Appendix C.

Attendance

A total of 75 people registered for the conference either on-line or in person at a registration table set up in Student Street the week before the conference. Of these, 30 attended on the day. One challenge for next year's event would be to develop strategies for increasing these attendance numbers and heightening registrant commitment. One suggestion might be to provide incentives for faculty to encourage their students to participate.

Feedback

A feedback form was handed out during the colloquium. Collated results are attached in Appendix D.

Financing

Two funding sources contributed to the Undergraduate Conference. These were: donations from the Deans of a number of faculties and schools at TRU, and a CUEF grant.

The full financial report with receipts is attached in Appendix E. The budget as submitted with the CUEF funding application is included for reference in Appendix F.

Recommendations for next year

Post-conference discussions with Amanda and Danica as well as suggestions made on feedback forms highlighted the following areas for future conferences.

- Both students agreed that the project could best be managed by 2 (max. 3) organizers. When asked whether they felt a larger committee would be preferable, they stated that working as a pair was most efficient due to reduced communication delays, etc.*

- Informal discussions with attendees as well as some comments on the feedback forms suggested that more faculty involvement could ensure greater attendance. Since it is not possible to send out e-mails to the student body, the faculty and staff lists were used to send out the call for papers, reminders, etc. Participation was therefore largely dependent upon these messages reaching students through their instructors.*

- It is recommended that this continue to be a Service Learning Project, as this proved a very successful way of combining service to TRU with an invaluable learning experience for the students.*

Appendix A



Course Outline

English and Modern Languages
Faculty of Arts

SERV 300-3
SERVICE LEARNING (THIRD YEAR) (0,0,5P)
TRU Undergraduate Conference Committee
FALL 2005

Instructors: Annette Dominik
Office: AE229
Office Hours:

Course Description

Service Learning 300 provides third-year students with faculty supervised service learning opportunities. Academic service learning provides a venue for senior-level students to share their knowledge and skills with the community through approved community-based projects. These service learning projects may be initiated by students, by community members, groups, agencies, and organizations, and by faculty - but to qualify for service learning credit, a faculty member must first authorize the course and then agree to both supervise and evaluate the project.

Criteria for authorizing service level credit: the student's service learning must demonstrate civic participation, community involvement, and require some measure of formal critical reflection; in addition, the project must involve students (normally 3 - 5 hours per week) in organized community service that addresses local needs.

Students may receive service learning credit by working individually or in cohorts of up to 5 students on the same community project. Normally, students meet with the faculty supervisor for initial consultation and/or training during the first week of classes; after the initial meeting, students are expected to keep the faculty supervisor informed about the project on a regular basis. At the end of the course, students will present the faculty supervisor with an evaluation form completed by the community group, agency, or organization served and some combination of the following: a research paper, report, or document; a student journal or activity log; a presentation, performance, or exhibition.

The project for this SERV 300 is to organize and run a one-day conference of Arts students presenting papers to their peers. The conference will take place on Saturday, March 11, 2006 at TRU.

Educational Objectives/Outcomes

- To gain experience in conference organization, including
 - dividing tasks among a team
 - drafting and sending out a call for papers
 - setting up a budget
 - obtaining funding
 - booking a venue
 - organizing catering
 - selecting presenters
 - selecting a keynote speaker
 - setting up a programme
 - designing, producing and distributing publicity
 - determining registration procedures
 - organizing registration packages
 - setting up the venue
 - ensuring that sessions are properly chaired
 - holding regular meetings
 - keeping good records
- To provide a venue for students to share their academic ideas with their peers

Prerequisites: Students must have completed 60 credits

Texts/Materials

none

Student Evaluation

Service learning courses are evaluated based on a pass/fail grade only. The criteria for assigning a pass/fail grade are outlined below:

Assisting with any combination of the following tasks:

- drafting and sending out a call for papers	5%
- setting up a budget	5%
- obtaining funding	10%
- booking a venue	5%
- organizing catering	10%
- selecting presenters	5%
- selecting a keynote speaker	5%
- setting up the programme	5%
- designing, producing and distributing publicity	10%
- registering participants	5%
- organizing registration packages	5%
- setting up the venue	5%
- ensuring that sessions are properly chaired	5%

- attending meetings	5%
- keeping good records	10%
Final report	5%
TOTAL:	100%

Testing

There will be no tests given in this course.

Attendance

Since this is a team project, 100% attendance is vital. Students who miss more than 20% of meetings may be asked to withdraw.

Assignments

Students will be asked to hand in a final report. This may take the form of a log, a portfolio, or a personal evaluation of the experience. The final report should be no more than 5 pages in length.

Use of Technology

Students will be responsible for accessing the appropriate resources for organizing and ensuring the availability and functioning of audio-visual equipment, projectors, computers, etc. as needed by presenters.

Appendix B

Contributing Partners

Financial support:

CUEF (Comprehensive University Enhancement Fund)
Helen Allen – Dean, School of Social Work and Human Service
Ralph Finch – Dean, School of Trades & Technology
Katherine McNaughton - Dean, School of Education
Larry Prins - Interim Dean, Faculty of Science
Uli Scheck - Dean, Arts
Dave Twynam – Dean, School of Tourism
Murray Young - Dean, School of Business and Economics

Session chairs:

Rusty Helgason
Shane Mould

Student presenters and visual artists:

Amanda Buder
April Brown
Bill Greene
Christina Stewart
Debbie Andrews
Erin Price
Jennifer Jones
Jennifer Meagher
Jessica Bowen
Johnathan Ikebuchi
Kim Rathwell-Austin
Kirby J. Booker
Kristine Gardner

Laurel Hunt
Martine Sawatzky
Melody Tompkins
Pam Cairns
Sarah Doyle
Serena Townsley
Susanna Fawkes
William Doggart

Poster design:

Bill Greene

Various:

Bookies (gifts and prizes)
Facilities Services (set-up)
Andrew Wong & Doug Buis (Visual and Performing Arts)
Horst Holstein (Print Services)
Natasha Scott (Website)
Andrea Seebach (Finance)
Janet Holland (Lavender Lingerie)
Trudy Affeldt (Mary Kay)
Eric Fagervik (Curating)

Appendix C

Programme, website and Posters

(see hard copies attached)

Appendix D

Comments from Feedback forms

Summary of full-day feedback forms

Total number of registrants: 75

Approximate number of attendees: 30

Number of feedback forms returned: 17

3 I attended in the morning

7 I attended in the afternoon

6 I attended for the full day

What were your favourite parts of today's colloquium?

- Art exhibits (3)
- Good organization (3)
- Good presentations (5)
- Erin's presentation (3)
- Social work and psych (5)
- Liked the food (3)
- The door prizes were a nice touch, again well done.
- And, as a presenter, I was touched by the gift I received for participating; totally unexpected, totally appreciated:)
- The event was well-advertised, posters, website, etc.
- Everything (5)
- My favourite parts of the day were watching the presentations, enjoying the different disciplines presented, the content and the obvious enthusiasm each presenter brought to their 20 minutes of fame.
- I learned many things from the speakers, and many things about students I've been in class with that I didn't know (I had no idea that Susanna was a painter!!)
- I enjoyed the pace of the event. I had time to visit and chat with other attendees without missing any of the presentations. It would have been nice to be able to be in two places at once so that I could see all the presentations, but I appreciate that everyone had a chance to participate, well done.

What suggestions might you make for future events of this sort?

- More advertising (5)
- Make it an annual event (4)
- More faculty involvement to get students involved (2)
- Target specific classes
- Have the conference on a weekday

- The most disappointing part of the day was the lack of attendance, especially when you told me that 60+ people had confirmed their intent to attend. I have several years of conference preparation behind me, and I know how much work it is to put something like this together, kudos to both of you and the rest of the crew. One thing I did learn through my experiences was that sometimes a nominal fee ensures commitment from attendees, even \$10 is an incentive to show up.
- I was surprised by the lack of faculty support; perhaps instructors would have some insight on that one.
- Perhaps the excellent weather had something to do with people not wanting to spend the day indoors however there is nothing you can do about that phenomenon.

Appendix E

Financial Report

STUDENT UNDERGRAD CONFERENCE

Heading	Item	Credits	Debits
CUEF grant		\$930.00	
Donations from Deans		\$700.00	
Printing & Publicity			
	Large colour posters		\$64.20
	Small colour posters and flyers		\$64.90
	Programmes and survey		\$134.80
Supplies			
	Name tags and labels from Office Depot		\$30.76
Thank-you gifts			
	Thank-you cards, chocolates and ribbon from Superstore		\$45.84
	Pencils and stickers from Bookies		\$15.36
	Mugs and pens from Bookies		\$148.71
	Travel mugs and lanyards from Bookies		\$71.41
	Roses and card		\$23.92
Catering (note: to reduce expenses, food was purchased at Costco and Panago Pizza rather than using catering services)			
	2x Coffee from Walmart @ \$4.67 ea.		\$9.34
	Ice from Husky		\$9.96
	Fruit dip from Save-on Foods		\$5.98
	Table cloth rental from Roger's Rental		\$29.64
	Pizza from Panago		\$329.93
	Trays, beverages, plates, baking from Costco		\$389.92
TOTAL		\$1630.00	\$1374.67
GRAND TOTAL		\$255.33	

Appendix F

Original Budget

STUDENT UNDERGRAD CONFERENCE

BUDGET

REVENUE

ADMISSION	FREE	33-331-96376-92002
CUEF	930	33-331-96376-92750
DONATIONS (projected)		
(9X100 FROM DEANS)	900	
ALUMNI ASSOCIATION	500	
TOTAL:	2330	

COSTS

ROOM	FREE	AE162
PRINTING		
POSTERS	70	33-331-96376-47700
SCHEDULES	60	33-331-96376-40555
SUPPLIES AND THANKS	200	33-331-96376-40555
CATERING	2000	33-331-96376-40500
TOTAL:	2330	

Arranged by:

Students

Amanda Oldring

Danica Therrien

Sponsor:

Annette Dominik

Department:

English and Modern Languages