Tower Day *Preparation Guide*

A resource for Students and Faculty

Overview

Why we made this

Tower Day is an annual celebration and showcasing of student academic and creative endeavors. Participants from all majors present, discuss, and network about research and artistic productions. This guide is modeled after the National Council on Undergraduate Research and serves as a resource for students and faculty to: Prepare, Present, and Publish.

A female presenter standing next to a poster discussing research with two observers.

What it contains

1. Submission details
2. Abstract guidelines by discipline area
3. Student presentation format options
4. Mentor-led presentation format and theme options
5. List of discipline areas

Part One- The Application

Submission Form Details

The following information outlines the process for submitting an abstract Abstract guidelines by discipline are below. **NOTE: It is highly recommended that you complete your abstract before starting step #3. Only the primary presenter will be able to submit the final abstract.**

1. **Abstract Title (Use Title Case) (Word count: 30):** (Example: The Effect of Preventative Methods on Wildfire Damage)
2. **Author Line:** Please enter any authors you would like to credit associated with your abstract (not all authors need to be attending presenters). The Primary presenter should be listed first followed by co-presenters and then any other contributor(s) you would like to credit (e.g. mentor, etc.). You will be asked to enter first name, last name, CSU email address and major or professional title for each recognized co-author.
3. **Abstract Text ONLY (Word count: 300):** Submit your abstract text only (e.g. no title, authors, references, etc.). The main text of abstracts is usually 250-300 words and may not exceed 300 words. Bold, italics, underline, superscript, and subscript are accepted. Please proofread your abstract carefully and pay attention to grammar as the submitted text will be used in the final program and there will not be an opportunity for editing. See guidelines specific to different disciplines below.
4. **Abstract Type:** Student Abstract Submission or Mentor-Led Abstract Submission. **New this year!** The mentor-led sessions are intended for students, faculty, and/or staff to attend. Through these presentations, mentors share their invaluable insights, mentorship experiences, and research initiatives, illuminating the path for ambitious student researchers, inspiring ideas for other mentors who may attend, and celebrating the spirit of undergraduate research.
5. **1st Choice Presentation Format (Student):** Film, Visual Arts Displays, Oral Presentations, Performances, or Poster Presentations (see full descriptions below)
6. **2nd Choice Presentation Format (Student):** See options above
7. **1st Choice Presentation Format (Mentor-Led):** Oral Presentations, Narratives and Storytelling, or Poster Presentations. See full descriptions below.
8. **2nd Choice Presentation Format (Mentor-Led):** See the options above

9. **1st Choice Presentation Theme (Mentor-Led):** Mentors should choose the theme that best fits their presentation topic. See full descriptions below.
10. **2nd Choice Presentation Theme (Mentor-Led) (Optional):** If your presentation could fit under a different theme, please indicate that here. See the options above.
11. **Discipline Area (see list of options below):** If you are unsure of which subject to choose, please consult with your mentor to determine the best subject for your abstract.
12. **URL (if applicable):** There is space in the form to include a URL link to online documentation, formulas, images, music files, etc. in support of your submission.
13. **Supplemental Materials (if applicable for visual art submissions):** Three electronic files of sample artwork
14. **Primary Presenter:** This is the primary presenter submitting the abstract and who plans to register for the conference and present (if accepted). You will be asked to provide your name, email, phone number, class level, and if you would like to be considered to serve as a moderator. Student researchers should be the ones to submit their abstracts rather than their mentor.
15. **Co-Presenter(s) (Optional):** This is a place where you can list the names of up to two co-presenters (if applicable). All co-presenters listed here must register separately for the conference. You will be asked to provide the name and email of each co-presenter added.
16. **Mentor:** A mentor should be a professor who is familiar with your work, and who will advocate for you if contacted. Be sure to complete your mentor's information thoroughly and accurately, especially your mentor's email address. You will be asked to provide your mentor's name and email.

Important Information

Here are a few important points to keep in mind while submitting your abstract:

- **Make sure you submit your abstract by the deadline mentioned on the website.**
- **Once accepted, you will receive a link to register for the conference, which is free of charge. Don't forget to register and have your listed co-presenters register too.**
- **Each primary presenter can submit up to two abstracts, with a maximum of two co-presenters per abstract.**
- **Your abstract will be evaluated by a panel of skilled reviewers based on certain criteria and its overall merit within the academic discipline.**
- **Take care to ensure that the title and author names are correctly entered in the submission form, as they will appear on the final program.**
- **Once accepted, your abstract will be included in the conference program, which can be referenced later for graduate school applications, resumes, and CVs.**
- **Refer to the guidelines provided for your specific discipline while preparing the abstract.**
- **If you need help with your abstract, don't hesitate to reach out to your mentor or the Tutoring Center.**

Part 2 - The Abstract

Abstract Guidelines (by Discipline Area)

A. Abstract guidelines for humanities, science, technology, engineering, and mathematics:

1. **Clearly state the central research question and/or purpose of the project.**
2. **Provide brief, relevant scholarly or research context (no actual citations required) that demonstrates its attempt to make a unique contribution to the area of inquiry.**
3. **Provide a brief description of the research methodology.**
4. **State conclusions or expected results and the context in which they will be discussed.**
5. **Include text only (no images or graphics)**
6. **Be well-written and well-organized.**

B. Abstract guidelines for visual arts:

*Given that the Tower Day Abstract Guidelines ask for information that is not completely consistent with artistic practices, this is how the requirements should be translated.

1. **Clearly state the central research question and/or purpose of the project.** Provide an artist statement.
2. **Provide brief, relevant scholarly or research context (no actual citations required) that demonstrates its attempt to make a unique contribution to the area of inquiry.** In the statement, cite your influences and inspirations: other established artists; movements that are referenced or serve as inspiration; political/ cultural/ social issues that the work responds to; personal events, adventures, medical diagnosis; etc.
3. **Provide a brief description of the research methodology.** What techniques were used? It could be as basic as oil painting on primed canvas, or a more in-depth explanation of the experimental process.
4. **State conclusions or expected results and the context in which they will be discussed.** What did you learn? What was successful? What are things to be addressed in future pieces? How does this piece fit into your portfolio or future works?
5. **Include text only** (no images or graphics)
6. **Be well-written and well-organized.** If there are multiple areas covered with a unique influence that alters the interpretation of the work, speak more to one or two components of your "research" in depth: was the work a response to Art History? Or was the focus the experimental process? While it is assumed you will very briefly respond to all of these requirements, it is also expected that only a few will be the central focus of your statement.
   a. Visual Arts presenters are required to upload three examples of work. For works in progress, you may substitute images of the work being submitted with images of past works that are representative of the artwork to be exhibited at this year's Tower Day event.
   b. If a video or performance documentation, no sample should exceed 2 minutes.

C. Abstract guidelines for performing arts:

1. **Clearly state the central research question and/or purpose of the project. A statement discussing compositional or performance aspects of the work.** Why did you compose this work or choose this work to perform? What aspects of music are you exploring?

2. **Provide brief, relevant scholarly or research context (no actual citations required) that demonstrates its attempt to make a unique contribution to the area of inquiry.** How does the composition and/or performance advance the development of your creative output?
3. **Provide a brief description of the research methodology.** Provide a brief description of the musical work from a compositional or performative standpoint.
4. **State conclusions or expected results and the context in which they will be discussed.** How did the composition of the work or preparation for the performance affect your musical understanding and output?
5. **Include text only (no images or graphics).** Include a link (Box, Google Drive, Dropbox, etc) to a recording of the work and a score of the work if required for performance.
6. **Be well-written and well-organized.**

Part 3- The Format

Student Presentation Format Options

Type	Description
Film: (scheduled in a series of other presentations with a 12-minute presentation with 3 minutes of Q&A) (15-minute presentation)	This category allows students to present research or creative projects through short film. Note: Please plan to pre-record the short film so it can be shared in a digital format during the presentation. The length of the film to be shared should fit within your presentation timeslot.
Visual Arts Display	Students can showcase their research or creative projects through visual arts displays, which may include paintings, sculptures, photography, digital art, and other visual media. NOTE: Students are responsible for all aspects of exhibiting their work during the conference. (max size of 30-inch width x 40-inch height unrolled or unfolded for displaying on a wall and 20 inches width x 20-inch height x 20-inch depth for displaying a 3D piece on a pedestal)
Oral Presentations: (scheduled in a series of other presentations with a 12-minute presentation (to include sharing of the film) with 3 minutes Q&A) (15-minute presentation)	These are traditional presentations where students present their research findings or projects to an audience using slides or other visual aids. Typically, each presenter is allotted a specific time slot for their talk, followed by a Q&A session.
Performances: (scheduled in a series of other presentations with a 12-minute presentation (to include sharing of live version or recording of performance) with 3 minutes Q&A) (15-minute presentation)	This category allows students to present research or creative projects through performances, such as musical performances, theatrical acts, dance routines, spoken word, or other artistic expressions. **Note:** If live performance is preferred, we encourage students to provide needed musicians, actors, dancers, readers, etc. as presenters and/or co-presenters as part of their submission. Alternatively, please plan to pre-record the performance piece so it can be shared in a digital format during the presentation.
Poster Presentations: (included in a 50-minute poster session)	Poster sessions involve displaying a visual representation of the research project on a large poster board including a mixture of text with tables, graphs, and pictures to present your findings in a visually interesting and accessible way. This will serve as a tool to prompt discussion with colleagues during a 50-minute poster session. Students stand by their posters to discuss their work with conference attendees and answer questions. Items typically included: Title, Authors, Abstract, Introduction, Materials & Methods, Results, Discussion, Acknowledgments, and References. (max size of 48" x 48")

Mentor-Led Presentation Format and Theme Options

Type	Description
Oral Presentations: (scheduled in a series with a 15-minute presentation and five minutes of Q&A) (20-minute presentation)	Share invaluable insights, mentorship experiences, and research initiatives, illuminating the path for aspiring student researchers.
Narratives and Storytelling: (scheduled in a series with an eight-minute talk and two minutes of Q&A) (10-minute presentation)	Multiple 10-minute presentations within a session. Presentations should be provocative, challenging, entertaining, and above all, interesting.
Poster Presentations: (included in a 50-minute poster session)	Poster sessions involve displaying a visual representation of the research project on a large poster board including a mixture of text with tables, graphs, and pictures to present your findings in a visually interesting and accessible way. This will serve as a tool to prompt discussion with colleagues during a 50-minute poster session. Mentors stand by their posters to discuss their work with conference attendees and answer questions. Items typically included: Title, Authors, Abstract, Introduction, Materials & Methods, Results, Discussion, Acknowledgments, and References.

Theme Options

"Research Renaissance: Empowering Student Scholars Through Mentorship" – Explore the transformative impact of mentorship on student-led research projects. Learn how mentors guide, inspire, and elevate undergraduate scholars to achieve academic excellence and make meaningful contributions to their fields.

"Unleashing Curiosity: Mentor–Student Collaboration in Cutting–Edge Research" – Join us to witness the exciting synergy between mentor expertise and student curiosity. Discover how collaborative research ventures between mentors and students drive innovation and open new frontiers in diverse academic disciplines.

"From Classroom to Discovery: Mentor's Pathways to Undergraduate Research Success" – Dive into the journey of mentors as they share their experiences of turning classrooms/labs/the world into hubs of research exploration. Gain insights into their strategies for cultivating a vibrant research culture that empowers students to thrive academically.

"Cultivating Scholars: Mentorship and Student Research Excellence" – Witness the remarkable growth of undergraduate researchers under the guidance of dedicated mentors. Delve into the

stories of students who have flourished as scholars and researchers due to the nurturing environment provided by mentors.

"Beyond Boundaries: Mentors–Student Partnerships in Solving Real–World Challenges" – Explore the profound impact of mentor–student partnerships in addressing global issues and local challenges. Learn how collaborative research initiatives create a powerful force for positive change in society, fostering a sense of purpose and social responsibility among students.

"Other" – Propose your own theme.

Part 4- The Discipline Areas

If your area is not named below, or if more than one area applies, select the one most closely related to your work. Please review the entire list before choosing your area.

Business and Entrepreneurship

- Business
- Economics

Education

- Education

Engineering

- Engineering
- Robotics

Health and Human Services

- Exercise Science and Nutrition
- Nursing and Public Health
- Rehabilitation
- Social Work and Human Services

Humanities

- Art History
- English and Literature
- Film/Photography Studies
- Gender, Ethnicity, Diversity, or Cultural Studies
- History
- Linguistics and World Languages
- Philosophy, Ethics, and Religious Studies

Interdisciplinary Studies

- Interdisciplinary Studies

Mathematics and Computer Science

- Computer Science
- Mathematics

Natural and Physical Sciences

- Biochemistry
- Biology
- Chemistry
- Environmental Science and Sustainability
- Geography/Geology
- Physics and Astronomy

Social Sciences

- Anthropology and Archaeology
- Communications
- Criminology/Criminal Justice
- Law and Legal Studies
- Political Science
- Psychology
- Sociology

Visual and Performing Arts

- Dance
- Music
- Theatre/Drama
- Visual Arts

Contact Us

For questions, clarifications, or feedback, reach out to us:

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