

URCA 2019
Judging Instructions

Judging will be available through Google Form and Paper copy the day of the event.

Thank you for volunteering to serve as a judge for The University of Alabama’s Undergraduate Research and Creative Activity Conference. This year, we are only showcasing posters. When possible, each volunteer judge is assigned three to five students to judge. You will receive information about the students you are judging this week—including the student’s last names, project titles, and abstracts. If you know the student you are assigned to judge or if you work directly with this area of research (e.g., in the same lab), please let me know ASAP. We have made every attempt to not assign you projects where you are directly affiliated, but we may have missed some.

Please familiarize yourselves with the Judging Rubric and Judging Form *before* you arrive to judge. We expect that each judge will spend approximately 15-20 minutes speaking with each student. The students are being advised to present their project in about a 3-minute elevator pitch. Then, you will have time to look at their posters and ask questions. Please ask each presenter at least two (2) questions of your own. We would also like you to ask each presenter a “tie-breaker” question and score this answer separately in case we need to use this score for tie-breaking. Please note, these are undergraduate student presenters! While we do want the students’ experiences to be similar to that of a peer-reviewed, academic conference, we understand that in many cases, these students have never engaged in research before and have never presented their research before now. Feel free to ask challenging questions, but please do not be intimidating or unkind, especially if the students cannot answer your questions. In other words, this should *not* have a thesis/dissertation defense feel to it.

Works In Progress vs. Completed Works

We allow students to present both works in progress or completed works. Please make sure you have identified which students you are judging for each of these categories. This information will be printed on your judging form in advance, but please confirm with the students. Works in progress projects should have an identified research question, background, justification, and methods. Students in this category should also be able to discuss possible conclusions and implications. They are *not* expected to have data or results. You should not judge the *Methods* criterion as though they are missing something when they do not have data or results to present. Completed works, however, should include data and results!

What to expect on Conference Day:

On the day of the conference, please arrive 10 minutes before your session starts so that you can check in, receive your judging materials, and grab a cup of coffee if you wish. We will print out judging forms for you, with the students’ names, titles of projects, and poster numbers already filled out. We will also provide you with pens and clipboards. During the first 10 minutes of each session, the students will be given an opportunity to meet each other and network. We will announce this to the students and we will announce when judging begins. When possible, speak to students individually, rather than judge in a group. It is our hope that the students will be constantly talking to people during their session. We want to make every effort to ensure that students are not standing by themselves with no one to talk to. While we hope that you are interested in these students’ projects, please be advised that you have eight (8) projects to judge in 80 minutes and that the students will be dismissed from the session promptly when it is schedule to be over. Please do ask for contact information if you wish to follow-up on their projects.

After you have spoken to your assigned students, please complete the judging forms. You will drop off your scored forms and clipboards to one of our student volunteers in our Judging Lounge. After you have done this and have been Checked Out, you are free to go.

We do want to invite you to “hang out” in our judging lounge. We will have breakfast and coffee in the morning as well as more coffee, water, tea and lunch in the afternoon. As we want the undergraduate students to have an opportunity to network, we also hope that you will meet someone new during this conference!

Session Times: Session	Time	Student Networking	Judging
Education and Social Sciences	To be determined by March 8th		
Life Sciences			
Health Sciences & Business			
Arts, Humanities, & Engineering			



UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY CONFERENCE

PROJECT EVALUATION FORM

Student: _____
 Project Title: _____
 Department: _____
 Mentor: _____

Points Earned

Professionalism (15 possible points) Appearance and conduct are professional	
Content (35 possible points) Content is characterized by accuracy, originality, and thoroughness CREATIVE ACTIVITIES should be substantive, insightful, and inspiring RESEARCH presentations should be scientific and include: rationale, purpose, research questions or hypothesis, methods, results, and discussion. Content-specific requirements will vary according to department or program	
Materials (15 possible points) Posters or slides are well organized, professionally displayed, graphics enhance messages, materials are engaging.	
Presenter Attributes(15 possible points) Presenter uses clear diction, displays enthusiasm, and demonstrates eye contact.	
Response to Questions (15 possible points) Students show ability to respond to questions from judges and others.	
Miscellaneous (5 possible points)	
TOTAL (100 possible points)	
Comments:	



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