

**APPLIED RESEARCH LABORATORIES
INTEROFFICE MEMORANDUM**

Date: June 5, 2007

From: Christy Habecker
To: 2007 High School Apprentices and Supervisors
Subj: End-of-Summer Presentations

Thursday, August 16, is the day you will be giving your presentation on the work you have been doing this summer in the High School Apprenticeship Program. We have put together some information and guidelines to use in your preparation.

By **August 1**, I will need from you the **title of your project** for the program listing. I will also need a **summary of your project** for the purpose of giving the judges a preliminary view of the projects. If you wish, this summary may be a rough draft of your paper. Please e-mail the title and summary to me at habecker@arlut.utexas.edu.

PRESENTATION

Project demonstrations are set up in the Atrium of the Commons Building, which is on the J.J. Pickle Research Campus. You will be provided with a 6 foot table and a free-standing display board (foam board). You should have on the display board the following information at a minimum:

- the title of your project,
- your name and high school, city
- your supervisor's name and laboratory,
- the objective of your project,
- a brief description of your approach,
- the main results that you obtained.

Other information can be provided as appropriate. Text on your display board should be readable at a distance of 5 ft. The table is available for you to display any models, equipment, pictures, etc., that demonstrate your project. Electrical connections and ethernet access are available but must be reserved. **You must let me know if you need these connections by August 13th.** I have reserved the Atrium for the afternoon prior to the presentations so that you will have plenty of time to set up your displays. You will need to be set up and ready for the judging by **9:00 a.m. the morning of the 16th** followed by the presentations immediately afterwards.

The demonstrations will be judged by a panel of judges. A cash award of \$100.00 will be given to the student whose project is selected for first place, \$75.00 for second place and \$50.00 for third place. Also, the first place demonstration may be set in the ARL:UT lobby for a period of time after the presentations at the Commons. The demonstrations will be judged on the technical merit of the project and on the creativity of the presentation.

Invited to attend the poster session will be the ARL:UT Directors, project supervisors, Honors Scholars, parents of the High School Apprentices, counselors/teachers from participating students' former high schools, any interested ARL:UT staff members, staff from IAT, and any PRC employees and visitors who happen to be in the Commons at the time.

Guidelines for Apprenticeship Papers

In addition to the poster session, you will prepare a short paper describing your project. Please turn this in to Christy Habecker by August 10th. This will be used as part of a technical report that will be sent to the financial sponsors of the High School Apprenticeship Program, your supervisors, the UT Engineering Library, and other interested organizations. You will be mailed a copy of the report sometime next year, when it is complete.

If you would like to see what students have done in the past, you can look at last year's publication, which is available in the ARL Library and in Room A024. Contact Christy Habecker (835-3667; <habecker@arlt.utexas.edu>) if you have questions about these guidelines. A sample report is attached as a reference.

What to turn in: *BOTH* (1) a hard copy and (2) a CD with an electronic copy of your paper and separate computer files for any figures.

Paper requirements: Limit your paper to approximately *10 pages*. Your paper should include: (1) a one-paragraph abstract, (2) an introduction, (3) a description of your project work, (4) conclusions, (5) if appropriate, a list of references, and (6), if you want, acknowledgments to supervisors, co-workers, etc. You may include figures (charts, drawings, photographs, and so forth) and/or appendices; *these are counted as part of your paper's 10 pages*.

- Create your title page using the provided sample report. Include your report title, your name, school, city, state, supervisor name, and Lab.
- Create your document in Word, either for the Mac or for the PC (for Windows).
- Use Ariel or Times font, preferably 12 point.
- Keep the format simple. *Do not* put your paper in column format.
- Use Word to spell-check your paper before you turn it in.

Preparing figures and tables: Two options. (1) Figures and/or tables may be part of a text page. (2) Figures and tables may be placed one or two to a page that contains only the tables and/or figures.

Captions. Figures and tables must have *captions (titles)*. In your paper, tell your reader when to refer to the figure or chart that supports the point you are making.

Numbering. Number figures or tables in the order you refer to them in your paper (that is, 1,2,3,4..., *not* 2,3,5,1...).

Figure Files. Remember to provide computer files for any figures. On your CD, be sure to write the figure software's name (Canvas, Illustrator, PowerPoint, etc.).

References and copyrights: Be sure to respect copyright requirements, and to give credit for materials from other sources by adding a References section to the end of your paper. If you have questions about using reference materials or writing up your references, please email mrc@arlut.utexas.edu.

Citing references: For each reference, include in this order: (1) the author/s name/s, (2) article title, (3) journal name or book title, (4) journal or book volume number, (5) for books only, add the publisher's name and location, (6) publication date, and (7) page numbers.