

13th Annual Undergraduate Psychology Conference

Mentor Instruction Sheet

Thank you for offering to mentor students for the spring conference! The conference would not be a success without you. A set of recommendations are listed below to assist you in your role.

- Sign a Mentor Agreement form indicating your willingness to mentor the student. Be sure the student completes all pertinent information including the type of presentation they will be giving (PowerPoint/overhead or poster). The Mentor Agreement form is due by **Friday, March 20, 2009**.
- Proofread the student's abstract (100 words – 700 character maximum) that will appear in the conference program. Provide feedback and allow enough time for the student to make revisions. The abstract is due by **Friday, April 10, 2009** and should be submitted online via the departmental website (<http://www.mscd.edu/~psych/>).
- Provide the student with assistance in preparing the presentation. Keep in mind that students are given 5 minutes to discuss their research if they are giving a poster presentation and 8 minutes if they are giving a PowerPoint/overhead presentation.
- Proofread the student's PowerPoint slides/overheads or poster text.
- Encourage the student to practice his/her talk in front of you prior to the conference. Schedule the practice early enough so that the student has ample time make revisions and possibly practice it a second time with you. You may want to set up practice sessions with other presenters and mentors in order to gain more feedback and to allow the student to present in a group atmosphere.
- Provide support by attending the student presentation giving them encouragement before and after. Most students are nervous about public speaking.
- Encourage the student to attend the research luncheon.
- Attend the research luncheon and sit with the student.
- After the conference is over, mentors will be asked to nominate excellent abstracts to be published in the Colorado Psychological Association Bulletin. Consider nominating your student. Students who are nominated will be asked to submit a 300-350 word abstract. A faculty committee will review all nominees' abstracts to determine which ones will be published.

The following information will be available on the departmental website:
<http://www.mscd.edu/~psych/conference/conference.htm> as well as in the Psychology Department Office

- List of Faculty Mentors
- Letter of Intent & Mentor Agreement
- Example Abstracts

Recap of Important Dates:

- **Mentor Agreement Due:** Friday, March 20, 2009
- **Abstract Due:** Friday, April 10, 2009
- **Conference Presentations:** Wednesday, April 22, 2009