

Viterbo University Student Academic Research Presentation Guidelines

PURPOSE OF THE GUIDELINES: Provide faculty and students with an overview of Viterbo's approach to student conference presentations as high-impact opportunities for mentorship, reflection, public presentation of work, and substantive faculty-student interaction. With this approach in mind, these guidelines provide a funding framework for students presenting at conferences and national meetings (hereafter referred to as "conferences") while providing guidance for faculty attending alongside students in a mentorship capacity.

ROLE OF THE FACULTY MENTOR:

- Review the [qualities of a high impact practice](#) and work to incorporate at least three of them into the conference experience.
- Provide guidance to student(s) as they seek funding and prepare for their conference experience. Be available to ask and answer questions and help student(s) process and reflect upon their experience.
- Consult with the Director of Undergraduate Research as needed.
- Enjoy the conference and watching your student(s) flourish!

ROLE OF THE DIRECTOR OF UNDERGRADUATE RESEARCH (flexible based on the needs of the group):

- Coordinate housing, transportation, and/or conference registration as needed.
- Serve as the Viterbo emergency contact during the conference while the group travels to and from the conference.
- Serve as the point of contact for any requests for funds at the institutional level (i.e. Trustee Annual Opportunity Grant, Office of the Vice President for Academic Affairs); requests for funding at the departmental and college levels may generate from the faculty mentor and student(s).

TRAVEL (*please see the Viterbo University [Travel Policy](#) for complete travel information*):

- Group travel can provide a wonderful opportunity for faculty and students to interact in meaningful ways. As such, the Viterbo University Travel Policy states that "student and employee travelers must journey as a group to and from their destination(s) for larger group experiences requiring travel of distances more than 5 miles from the Viterbo campus". Recognizing that it is not always possible for faculty mentors to travel together with a small number of student conference attendees, student(s) and faculty who are not able to travel together may seek an exemption. Exceptions to this policy must be discussed with and approved in writing by the supervising dean and/or vice president in advance of travel with students.
- Generally, the Viterbo University Travel Policy requires two Viterbo employee trip leaders/chaperones to travel out-of-town with students. Exceptions may be granted for those traveling shorter distances or in smaller groups (less than 7 students), and must be approved in writing by the supervising dean and/or vice president in advance of travel with students.
- As per the Viterbo University Travel Policy, Viterbo is not responsible for providing transportation for students to internships, jobs, cultural/educational/social events, clinical and practicum experiences, research experiences, student teaching, home athletic practices and competitions (but may choose to do so). This also includes other activities that are selected by the student and not required by the university.

FUNDING:

Faculty and students are encouraged to work with the Undergraduate Research office to determine the best source of funding for their conference opportunity. Please note that the funding structure described below is intended to supplement out-of-pocket costs for the project or activity, not cover the entire project. Please see the Viterbo University [Travel Policy](#) for per diem, mileage, and lodging reimbursement rates.

Viterbo University is committed to supporting faculty mentors who attend conferences alongside student(s). Faculty are encouraged to seek departmental funding; those with no or minimal departmental funding may apply for funding via the Undergraduate Research program. Students are encouraged to seek funding from the academic department with which their scholarship is affiliated, co-curricular programs (i.e. Honors Program, CLASS Scholars), and other sources.

Faculty/student teams may apply for Undergraduate Research conference funding through the application on the [Undergraduate Research webpage](#). Please note that a limited amount of existing research funds are being allocated to support conference travel, and that conference travel funds come directly from the Summer Undergraduate Research Fellowship (SURF) Program. Students may not apply to attend the same event two years in a row.

Students may, in collaboration with Undergraduate Research, apply for an [Annual Trustee's Opportunity Fund](#) grant if necessary; applications should abide by the funding levels listed below.

Approved student funding levels are as follows:

- Regional conference or professional meeting ("regional" in either proximity or scale): up to \$300
- National conference or professional meeting located outside the region: up to \$600