Western Carolina University Undergraduate Expo Frequently Asked Questions (FAQs)

**Q: What is the Undergraduate Expo?**

A: The Undergrad Expo is a two-day, campus-wide event sponsored by The Honors College featuring the research, creative work, and service of undergraduates from a variety of fields and majors.

**Q: What kinds of things can students do at Undergraduate Expo?**

A: Students can do a poster presentation (create professional poster and answer informal questions). Students can also do an oral presentation, commonly based on a paper they have written. Students can also do demonstrations, display art, share music compositions, and perform. Students are encouraged to be creative.

**Q: Can students do both a poster and an oral presentation?**

A: Yes. Posters are scheduled on Monday evening and oral presentations are scheduled on Tuesday. It is definitely possible to do both.

**Q: Who is eligible to participate?**

A: All WCU undergraduate students are encouraged to participate.

**Q: Do students have to be a member of The Honors College to participate in the Undergraduate Expo?**

A: No.

**Q: How do I register for the Undergraduate Expo?**

A: [Click this link](https://docs.google.com/forms/d/14N7nboPTf2J9VzXbT3q8nbtAf7vlfcBVzJmZLBRq-2I/viewform) to register.

**Q: What do students need to have by when?**

A: Students should have the title of their project, a location and time for presentation (if applicable) and the full support of their faculty sponsor(s) to be entered into the registration form by March 6, 2015. Students should have their actual projects (posters, presentations, etc.) ready by the time of their scheduled presentation.

**Q: What is a faculty sponsor?**

A: A faculty sponsor is a faculty member who has mentored students through your project, creative work, exhibit or performance. If students have conducted human research, this is typically the Principle Investigator on the Institutional Review Board (IRB) application.

**Q: Can I register for the Expo without telling my faculty sponsor?**

A: No. Have a conversation with your faculty sponsor before you complete the registration form.

**Q: Do I have to have a faculty sponsor?**

A: Yes.

**Q: What is my role as a faculty sponsor?**

A: As a faculty sponsor, you can guide your student in terms of content, formatting and presentation/performance tips. Sponsors are responsible for reviewing the final material before it is presented.

**Q: Does the WCU Print Shop print posters?**

A: Yes. Please contact them at:  
274 Norton Road  
Western Carolina University  
Cullowhee, NC 28723  
828-227-7159 or 7305  
Fax: 828-227-7063  
Email: [printshop@wcu.edu](mailto:printshop@wcu.edu)

Please be sure to allow **two or more** weeks for printing requests to be filled.

**Q: If I do a poster, who pays for the poster?**

A: Students typically have to assume the cost of the poster (which varies based on the size of the poster and paper quality). Students can ask their faculty sponsor if there are department monies to help offset the cost of the poster.

**Q: Do I put my faculty sponsor’s name on the poster?**

A: Always give credit where credit is due. Since faculty sponsors help students with their posters, faculty sponsors should be recognized on the poster. It is also nice to make any further acknowledgements on the poster (ex: name someone who helped with statistics). Faculty sponsors can guide students on appropriate recognition which is based on involvement in the project.

**Q: How do students know what time and place to choose for their oral presentation, performance or exhibit?**

A: Students are asked to choose/indicate the time and place of their presentation, etc. upon registration. This is another great reason for students to speak with their faculty sponsor to determine a good time and place before registering. The most common practice is to schedule the presentation during a regularly scheduled class period, where the audience is already built in.

**Q: How should I dress for the Undergraduate Expo?**

A: You should dress professionally for poster and oral presentations. See this resource provided by WCU Career Services & Cooperative Education for further guidance: <http://www.wcu.edu/WebFiles/PDFs/NETWORK__INTERVIEW_Appropriate_Attire.pdf>

**Q: What are the benefits participating in Undergrad Expo for faculty, staff and administrators?**

A: Being a faculty sponsor allows you to connect with and mentor students who are passionate about a topic in your field. As an attendee, whether faculty, staff, or administrator, you can interact with colleagues and students from across the disciplines.

**Q: What are the benefits of participating in Undergraduate Expo for students?**

A: Students can share their research and creative work, engage in critical thinking and informed conversations, and enhance their résumés and graduate school applications.

**Q: How can I share my project with the rest of the world?**

A: WCU is a member of NC Digital Online Collection of Knowledge and Scholarship (NCDOCKS). Contact Assistant Professor Liz Skene ([emskene@email.wcu.edu](mailto:emskene@email.wcu.edu)) of Hunter Library to learn how you can post your project in this online repository for easy sharing with potential employers, graduate schools, etc. For more information, visit <http://libres.uncg.edu/ir/wcu/submitting.aspx>.