

## GLD Poster Presentation Expectations

For students presenting at Fall Showcase/Summer Symposium/Discover USC

### Why require a presentation for GLD?

In order to earn Graduation with Leadership Distinction, you must demonstrate that you can think deeply, draw substantive conclusions, and apply what you have learned to new situations. These are life skills important to leading in any context. The presentation also requires you to interact with others. Succinctly describing your work in a live setting and answering questions from others builds additional leadership, professionalism, communication, and networking skills.

All students pursuing GLD will present at either Fall Showcase or Discover USC. Fall Showcase is an exclusive presentation opportunity for students graduating in December.

### Presentation Registration

To present at either Fall Showcase or Discover USC, you must register and submit an abstract (350 words or less). Additional information regarding registration and abstracts are available on the Center for Integrative and Experiential Learning (CIEL) website. In order to meet the GLD requirements, your presentation must be given either **solo or by no more than two people**.

### Content for Poster Presentations

In your Poster Presentation, you **analyze only one of your experiences** in-depth (e.g., alternative spring break, a particular peer leadership role, a study abroad experience, a research project).

Start with a meaningful beyond-the-classroom (BTC) experience. Include the three components listed below:

#### 1. **Background** (Context)

Include your role/title and where the engagement took place (name of organization you worked for or that managed your experience, location, and any significant information about the group or location—size of organization, its primary purpose). Include the amount of time you spent (e.g., x weeks; x hours per week; or x hours over x period of time). Describe why and when you got involved-- interest/passion, encouragement from peer or faculty/staff mentor, or perhaps relation to major or future career choice?

#### 2. **Activity** (Description)

Describe the most significant things you did. Provide enough detail so that the reader has a solid picture of your engagement (understands what you did) but is not weighed down in too many details. If there were any particular defining moments, explain these in further detail.

*Example:* Global Learning - I lived here... I visited... I explored... I learned about... I took 'x' courses... I worked with... I was responsible for... I was instrumental in...

#### 3. **Reflection** (Analysis and Conclusion) Include at least these 3 sections:

- a. Describe **what you learned** from your experience. Be specific. If you say you learned about diversity—describe what you learned about diversity. How did this experience help you think in a different way? (Now that I have done x, I understand that...)
- b. Specifically include **how your BTC experience related to your within the classroom experiences (Carolina Core, minor, major)**. For example, how did a BTC experience help you to better understand a concept that you had discussed in class, or how did something you studied in class cause you to pay more attention to some aspect of your BTC experience? You might drill down to one class or focus on an overarching theme of your major courses.

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- c. **Explain why this experience was significant in the larger context of your life or how what you learned could inform others.**

Consider the questions below and respond to those most appropriate for your experience.

- How has what you learned changed your understanding of yourself, others, your studies, your future career aspirations, or your decisions for the future?
- What new questions did this experience raise for you that you might investigate in the future?
- What would you do differently the next time you have a similar opportunity?
- What would you recommend future students focus on if they pursue a similar experience?
- How could they engage or take advantage of resources in a way that would enhance their experience?
- What guiding principles did this experience help you develop that you might apply to whatever you decide to do?
- What do you want to do next, what do you want to learn more about, and/or how has this influenced how you will interact with others?

*What makes a good poster?*

- Important information should be readable from about 10 feet away
- Title is short and draws interest. It is related to the topic or “story” that you will be sharing. It should be more than just your GLD pathway name or generic leadership role that could apply to any student.
- Includes acknowledgements, your name and institutional affiliation
- Word count of about 450-800 words total
- Text is clear and to the point
- Use of bullets, numbering, and headlines make it easy to read
- Effective use of graphics, color and fonts
- Consistent and clean layout (See formatting section below. Use grid function to keep things well-aligned and make sure there is enough space between each unique element in your design as well as enough space around the border of your poster.)

*Additional tips and tricks:*

- Do not overlap patterns. For example, do not use a picture of the horseshoe and/or the tree and gates logo as your poster background and then put additional photos over it.
- Solid color backgrounds are ok, but they do take more ink requiring more time to dry.
- We suggest that you use Arial, Arial Bold, Arial Black, Times, or Times Bold fonts in order to avoid any formatting changes when submitted to Printing Services.

### **Poster Material & Formatting**

All students participating in Fall Showcase, Summer Symposium, or Discover USC are required to use a printed paper, indoor vinyl, or [fabric](#) presentation poster format. **No cardboard or foam boards with pasted text will be allowed.**

Presentation posters should be 2' x 3' (24" x 36"), in whatever orientation (e.g. portrait, landscape) you prefer.

Templates are available on the CIEL website (PowerPoint file). You may choose to manipulate the template in any way that you feel best allows you to express your experience (e.g. background color, picture location, etc.). If you make your own template, you are responsible for resizing the file prior to taking it to Printing Services.

**Poster Printing Logistics (on campus)** Students are welcome to use other services off campus if they wish.

If using Printing Services at either Russell House or 1600 Hampton St. room 120:

- We recommend selecting the indoor vinyl material as it is the cheapest and most durable.
- **\$4.00 per sq. ft. for indoor vinyl.** Total cost may vary if additional time is required by Printing Services to correct logos, color variation, photo resolution, etc. Therefore, make sure your file is print ready when you submit it!
- Printing Services **does not** take debit/credit cards. The Russell House location accepts Carolina Card. Both locations accept cash and checks.
- Discount coupons are available on the CIEL website. Students **must ask** for the coupon discount for it to be applied to their bill!

#### **Printing Request Form:**

Students **must complete the [Plotter-Banner form](#)** for on-campus printing. An example completed form is available at the end of this document. It can be filled out online or printed and taken to either location of Printing Services (Russell House or 1600 Hampton). We encourage you to include a pick-up date and time.

If you email your Plotter-Banner form instead of dropping it off in person, please follow up and talk to someone in Printing Services by phone to make sure they have received your order and that they don't have any questions.

1. *Description of Item Requested:* Please put Fall Showcase, Summer Symposium or Discover UofSC and your Last Name.
2. *File Information:* Please convert your PowerPoint to PDF ***before sending both*** versions (PDF and original PPT file) to [roger266@mailbox.sc.edu](mailto:roger266@mailbox.sc.edu) in Printing Services. In order to avoid confusion, save your poster file as: **GLD\_last name.first name**
3. *Printing Instructions:* Check your Media (most students print their posters on indoor vinyl as this is the cheapest option). Fill out the size of your poster (24" x 36"). For Trim, select "Vinyl Raw Edge". Leave Mount and Lamination sections blank.
4. *Proofing:* If you absolutely must see a PDF proof before printing, check this box. Please note, however, that it will slow down the printing process.
5. *Department Information:* If your department is paying for your poster, whoever can approve the allocation of the funds will need to fill this section out and sign it. If you are paying for your poster yourself, just list your name, email and phone number so Printing can call you when your poster is ready. Students can pick up their poster at either Printing Services at the Russell House or 1600 Hampton St., room 120. Please be sure to specify which location you would like to pick up your poster on the form.
6. *Account Information:* Again, this is if your department is paying for your poster, they will need to fill this section out. If you are paying for your poster you can just put "**COD**" in the Dept. No. Box.

If you have any questions, call the customer service number listed on the form and they can walk you through any additional questions.

#### **When to Submit to Printing:**

Submit your poster to be printed as early as possible. In order to receive the coupon discount (and guarantee your poster is printed by Fall Showcase/Summer Symposium/Discover USC) it is recommended that you submit your file to printing no later than **one week before the event.**

It is not the responsibility of Printing Services to accommodate last minute orders. *If you cannot complete and submit your order a week prior to your event, we recommend that you use an off campus service that may be less overwhelmed during this busy time!*

### What to Expect at your Poster Presentation

#### *Check-in*

Arrive early to your presentation location (Hollings Program Room, Columbia Metropolitan Convention Center) and check in.

**Do not** go immediately to your assigned poster location and set up. Even if you arrive late, you must still check-in through the formal check-in process.

To meet the GLD presentation requirement, you must check in and be present when judges arrive at your poster location to speak with you. Therefore, plan to stay at your assigned location for the duration of your time slot.

#### *Judges*

Faculty and staff from throughout the university serve as judges. This ensures that students' work is showcased across departments and provides students an opportunity to gain the perspective of someone outside their discipline. During your poster session, you will be visited by at least two judges. Questions from the judges are meant to clarify information from your experiences and learning. Judges individualize questions in order to best understand your work. Expect questions such as:

- *Tell me more about what you learned while abroad.*
- *What classes have you taken that seemed most applicable to your BTC experiences and why?*
- *What was one significant thing you learned about yourself during your experiences?*
- *What are your plans after you graduate and how might you use what you learned during this process?*
- *How did you learn or apply this information?*

#### *Scoring Rubric*

Judges will utilize a rubric to assess your presentation on the following criteria areas: Presentation and format of material, depth of connections between within-the-classroom and beyond-the-classroom experiences, knowledge of subject, communication and interaction with audience, and presentation aids.

#### *Audience*

Students will be presenting in a large venue, typically the Hollings Program Room or Columbia Metropolitan Convention Center. Faculty, staff, judges, students, and community guests are encouraged to peruse posters in the venue and ask presenters questions.

There is no cost to attend outside of possible parking charges.

We encourage you to invite family, significant others, and friends to come to the event; *however, they should not impede the ability of judges or other interested individuals from interacting with you during your allotted presentation time.*

#### *Dress Attire*

Please remember that this event is open to the community, which means members of the business community, government officials, and other community leaders will be in attendance. We recommend that at the minimum you are dressed **business casual**. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot.

### Emergency Notification & Make-Up Events

It is the student's responsibility to notify CIEL if something arises and you can no longer attend their respective event to present. The CIEL office will make the final determination whether the student will be allowed to make up the presentation requirement at another date in order to fulfill their GLD requirement.

### For more information...

If you have any additional questions regarding your presentation please feel free to ask your UNIV401 instructor, GLD advisor, or contact the CIEL office.



# Plotter/Banner Request Form

FOR PRINTING SERVICES USE ONLY

Date Submitted <u>4.1.2025</u>	Date Required <u>4.13.2025</u>
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1. DESCRIPTION OF ITEM REQUESTED: (attach sample)  
 Number of Copies: 1 Number of Pages: \_\_\_\_\_  
 One-sided  Two-sided

Discover UofSC - COCKY  
-OR-  
Fall Showcase - Cocky

2. FILE INFORMATION (As Applicable):  
 Printing Services will try to replace any poor-quality USC logos used in your document with print-quality ones.  
 Files Sent Via:  
 FTP Folder \_\_\_\_\_  
 Thumb Drive (Please label so it can be returned)  
 Emailed to artwork@printing.sc.edu  
 Person Sending Email Joe Cocky  
 Email Subject GLD - Cocky, Joe  
 (Please provide job description in the subject line of email.)

4. PROOFING:  
 Proof Requested  
 Email PDF To \_\_\_\_\_  
 Other \_\_\_\_\_  
 No Proof Requested

**SPECIAL INSTRUCTIONS**

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Please provide all Art or Links and Fonts.  
 Laser printout of file should be provided.  
 If available, please provide a printed sample of previous edition of job.

3. PRINTING INSTRUCTIONS:

**Media**  
 Phototex  Photobase  Vinyl  
 Other \_\_\_\_\_ (ex. clear static/window cling)

**Print Size Dimension**  
 Same Size (100%)  Enlarge/Reduce: \_\_\_\_\_%  
24 " x 36 "  Exact Size  Approx. Size

**Trim**  
 Trim for Bleed  Trim for \_\_\_\_\_" Mount Edge  
 Vinyl Raw Edge  Vinyl Finished Edge

**Mount**  
 Black Foamcore  White Foamcore  
 Black Gatorboard  White Corex w/ \_\_\_\_\_ Stakes

**Lamination and Other Services**  
 Laminate  
 Grommets \_\_\_\_\_ or Velcro \_\_\_\_\_  
 Across Top \_\_\_\_\_ At Corners \_\_\_\_\_ Other \_\_\_\_\_  
 Cardboard Easel Back  
 Perimeter Trim (Frame-like Edging) Select Color

5. DEPARTMENT INFORMATION (REQUIRED):

Department Name <u>N/A</u>	
Building Name <u>N/A</u>	Room <u>N/A</u>
Contact Person <u>Joe Cocky</u>	
Phone <u>803-777-0000</u>	Fax _____
Email <u>cockyj@email.sc.edu</u>	

Pick-up @ Hampton  Pick-up @ Russell House

Approver's Name (Print) <u>Joe Cocky</u>
Approver's Signature <u>Joe Cocky</u>

you pick!

7. ACCOUNT INFORMATION (REQUIRED)

**PeopleSoft**

Operating Unit	PC Bus Unit
Dept	Project
Fund	Activity
Class	If estimated, attach documentation.

**FOR PRINTING SERVICES USE ONLY**

Estimator	Estimated Cost ( <input type="checkbox"/> see attached)
<u>Account 52051</u>	