

## Works-In-Progress “WIPS” Symposium 2016

The 2016 University of Memphis Works-in-Progress Symposium will be held on **Monday, October 31, from 12:00pm – 4:30 pm at the University Center, Rooms: Memphis A, Memphis B, Bluff Room, Poplar Room, Iris Room, and Shelby Room.** This is an opportunity for undergraduates to present completed research projects or projects in their beginning stages. Students will give a 15-minute presentation followed by a 5-minute question and answer period. There are several requirements for students considering participation in this year’s symposium:

- *Students must receive permission from their faculty mentor*
- *Students must provide an abstract and prospectus with the WIPS application*

***Applications for WIPS can be picked up from the Helen Hardin Honors Program office, Honors Hall, 425 Patterson St. Applications are due by 4:30 p.m. Wednesday, October 12th, in Honors Hall.***

*If you have any questions please contact Angela Robinson, [rbnson14@memphis.edu](mailto:rbnson14@memphis.edu). 678-2690, Honors Hall.*

### Guidelines for “Works In Progress” Symposium

1. **WIPS presenters are grouped into three broad categories** ~ Social Science and the Professions, Science and Engineering, and Arts and the Humanities. Students in each category will present before at least one faculty evaluator. Students should present their work in such a way as to be understood by representatives of other disciplines. Students are expected to be present for all presentations in their section.
2. Plan on a fifteen-minute presentation, **outlining the research proposal and work in progress.** Five minutes will be allowed for questions following each presentation. Each presentation should include: *1) a review of the theoretical background or intellectual tradition that informs the project, 2) a specific statement of your hypothesis or perspective, 3) a discussion of your methodology or approach, and 4) any preliminary findings you may have.*

***IMPORTANT: Presentation rooms are set up with a podium, a table, and chairs for observers. Equipment must be reserved in advance; therefore, please inform us of all equipment needed for your presentation.***

3. **Faculty mentors are urged to attend** and may be asked to elaborate on students’ projects. In the event that this is impossible, faculty mentors are asked to send another department member who may be able to answer panelists’ questions.

**WIPS presentations will be evaluated by the panel in terms of:** *1) clarity of presentation and overall delivery, 2) the student’s apparent grasp of the literature and research issues, 3) the breadth of the student’s actual involvement when projects represent faculty/student collaboration. The evaluation form includes a section that provides feedback to student.*

# WORKS IN PROGRESS SYMPOSIUM APPLICATION

Please complete this form and return it to: Angela Robinson, Helen Hardin Honors Program, Honors Hall, by **Wednesday, October 12, 2016, by 4:30 p.m.**

Name \_\_\_\_\_

U Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Local Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Title of Project (must be typed) \_\_\_\_\_

Department \_\_\_\_\_

Faculty Mentor (must be tenure or tenure-track, also need signature at bottom of page) \_\_\_\_\_

Project Completion Date \_\_\_\_\_ Projected Graduation Date \_\_\_\_\_

Brief Description of the Research or Project:

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How does your project relate, if at all, to the faculty mentor's research and scholarship? If your project is part of a faculty research project, please describe your specific responsibilities in carrying out the project.

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If your project is independent from faculty research, what provisions are being made for student/faculty consultation and discussion?

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***Equipment must be reserved in advance; therefore please list any equipment you will need for your presentation:*** \_\_\_\_\_

Faculty Mentor's Signature \_\_\_\_\_

**\*\*Please Note:** Your signature indicates 1) concurrence with the student's description of the research, 2) reasonable confidence in the soundness and feasibility of the research and the timetable, and 3) your continued willingness to work with the student.

## Works In Progress - Prospectus Form

Please complete this form, attach it to your prospectus, and return it by **Wednesday, October 12, 2016** by 4:30 p.m., to:  
**Angela Robinson, Helen Hardin Honors Program, Honors Hall.**

Name \_\_\_\_\_ U Number \_\_\_\_\_

Local Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Title of Project \_\_\_\_\_

Department \_\_\_\_\_

Projected Completion Date \_\_\_\_\_ Projected Graduation Date \_\_\_\_\_

Faculty Mentor (must be tenure or tenure track) \_\_\_\_\_ \*Faculty Mentor's Signature \_\_\_\_\_

**\*Please Note:** Your signature indicates 1) Concurrence with the student's description of the research, 2) reasonable confidence in the soundness and feasibility of the research timetable, and 3) your continued willingness to work with the student.

### Guidelines for Prospectus

The prospectus is an overview of your project to date. If you have not begun your work, the prospectus serves as a research proposal for Works In Progress, preliminary results and conclusions should be included. The prospectus has several parts, as outlined below. Please work with your mentor to adapt terminology posed in each section to your particular discipline. Address each section in turn, using the section headings below in your discussion to clearly indicate each part of the prospectus. Confine your discussion to no more than one single-spaced typed page for each section. Attach your prospectus to this cover sheet.

- I. Background/Literature Review** ~ Summarize the "body of knowledge" or range of perspectives that inform your particular research project. Be specific in terms of the contributions of particular researchers, theorists, critics, etc. to your line of inquiry.
- II. Research Question** ~ How does your work relate to the background you've discussed above? What is the particular question or theme that you will address and how do you expect it to contribute to the inquiry in this field? Do you have a working hypothesis or perspective?
- III. Methodology/Approach** ~ How will you go about addressing your question? Be specific in terms of research design, statistical procedures, analysis of primary texts, use of archival sources or databases, etc. as appropriate to your discipline. **IF YOU ARE WORKING WITH FACULTY OR OTHER STUDENTS, SPECIFICALLY DESCRIBE YOUR RESPONSIBILITIES IN CARRYING OUT THE LARGER PROJECT.**
- IV. Preliminary Results/Findings** ~ Summarize your project, to date, in terms of progress and any preliminary results or findings.
- V. Bibliography** ~ Using the style appropriate to your discipline, include a preliminary bibliography for works cited in Section I.

## **WIPS Checklist**

Please make sure that you have completed and turned in the following materials by the October 12th, 4:30 p.m. deadline.

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Works-in-Progress Application Form Signed by Faculty Mentor

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Works-in-Progress Prospectus Form Signed By Faculty Mentor

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Prospectus

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Mark your calendar for WIP Symposium on October 31, 2016, 12:00 – 4:30 pm  
(Please arrive 15 minutes prior to the start of the symposium)

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