

Conference/Field Trip Attendance Form

All honors students must attend at least two conferences and/or field trips to satisfy the conference/field trip requirement (see the most recent version of the *Honors Student Handbook* for more details). Students who attend or present at a conference or field trip must submit a completed 'Conference/Field Trip Attendance Form' along with appropriate documentation (see below) to Honors Staff in order to receive credit. These materials are due with the student's Activity Form by the last day of classes for the semester.*

Full Name (Print):	M#:
Classification (i.e., FR, SO, JR, SR):	Current Date:
Conference/Field Trip Name:	Participation (i.e., attendee or presenter):
Faculty/Staff Sponsor or Mentor (if applicable):	Sponsoring Class/Organization/University:
Location (City/State):	Conference/Field Trip Date(s):

Documentation[†]:

For a student attending a conference, s/he must submit a copy of the conference program (a screenshot or photocopy of its cover will also suffice) along with a minimum one page, double spaced report (MLA format preferred) that names and describes presentations from at least three panels/sessions the student attended, what the student learned from those presentations, and the benefits to the student of attending the conference.

For a student presenting at a conference, s/he must submit copies of her/his presentation materials (e.g., slideshow, handouts, reading script) and of the conference program that includes the student's name and presentation title (screenshots or photocopies will also suffice).

For a student attending a field trip, s/he must submit a copy of an announcement for the field trip (e.g., a flyer, a class timeline, a sports schedule) along with a one page, double spaced report (MLA format preferred) that describes the purpose for attending the event, what s/he did while on the trip, and how the student benefitted from the experience. If the student attends an athletic field trip, s/he must also provide the final score of the game.

* Conferences and field trips completed during summer and winter breaks should be reported on the next long semester Activity Form.

[†] Students do not need to submit a copy of an announcement or program if they are reporting attendance at an honors field trip or a presentation at an honors conference or a EURECA forum; however, all other relevant documentation is required to receive credit.