Suggestions for Faculty: Facilitating Student Participation

The California Geographical Society encourages student participation in our annual conference and appreciates faculty that facilitate this involvement. We offer the following suggestions to help recruit, prepare, and supervise students.

- **Begin early:** Post flyers and announce the event to students in the fall term. Encourage fall students to present their work at the spring conference.

- **Mention the conference in your syllabus:** Include dates, descriptions, and conference related assignments (see below) in relevant syllabi.

- **Develop conference assignments:**
  - Adjust existing assignments so that they are appropriate to enter in the paper, poster, or map competitions. Give extra or optional credit for presenting.
  - Assign summaries and/or research papers that pertain to certain conference activities (field trips, keynote speaker, etc).
  - Assign a journal chronicling and evaluating the papers, posters, maps, and speakers observed.
  - Develop a field course around conference attendance. Write aubertj@arc.losrios.edu for more information.

- **Explore affordable lodging early:** Regardless of the venue, there are always low cost ways to accommodate students at conferences, including camping, hostels, and inexpensive hotels (see lodging info on the CGS website or in the mailed conference packet).

- **Explain the registration process in advance:** Please provide your students with clear directions and information regarding the conference, including registration procedure, fees, field trips, deadlines, schedules, and submission of well-edited abstracts (if applicable). Remember that unexpected costs (e.g. membership dues, late fees, etc) may discourage last minute attendees.

- **Send forms with payment at one time:** Whenever possible, please send all student forms and fees together in one envelope, especially if multiple students plan to register for the same field trip. Additionally, keep in mind that field trips often fill fast; send in forms as early as possible.

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