Please review these official rules before entering the contest. Entry to the contest is free and no payment or purchase is necessary to enter to win.

**Description of the Contest**
The goal of the competition program is to highlight the value of experiential learning as an integral component of high quality undergraduate education, by showcasing student reflection on their own experiences with experiential learning. We anticipate the poster submissions that describe student experiences with experiential learning and also convey the transformative potential of engagement in experiential learning activities. The College of Social Science is interested in encouraging student participation.

**Sponsor**
The sponsor of this Contest is Michigan State University Federal Credit Union.

**Binding Agreement**
To enter the contest, you must agree to these Official Rules. Therefore, please read the following rules prior to entry to ensure you understand and agree. You agree that submission of an entry in the contest constitutes agreement to these Rules. You may not submit an entry to the contest and are not eligible to receive the prizes described in the Rules, unless you agree to these Official Rules. These Official Rules form a binding legal agreement between you, Michigan State University and the contest sponsor with respect to the Contest.

**Overview**
No purchase, payment or donation of any kind is necessary to enter to win; a purchase, payment or donation will not increase the chance of winning. By entering, student agrees to be bound by these Official Rules and the decisions of the judges, which shall be final. Entries may not be submitted through the online application starting on February 2nd, 2015. The deadline for submissions is 5:00pm on March 16th, 2015. Winners will be announced no later than March 30th, 2015.

**Who Can Enter**
The Contest is intended for Michigan State University College of Social Science degree-seeking students only.

**How to Enter**
1. Entries should be 40” x 32” (102cm x 81cm) in size.
2. You can present your poster either arranged portrait or landscape.
3. There are few places you can print your poster:
   a. Library Copy Center
   b. MSU Student Media Center
   c. FedEx Office – East Lansing
   d. Be sure to check hours of operations at all locations. Do not wait until the last minute to print your poster.
4. Each entry must highlight the following requirements:
   a. The value of experiential learning (including undergraduate research, internships, study abroad, and service learning) as an integral component of high quality undergraduate education, by showcasing student reflection on their own experiences with experiential learning.
   b. Describe student experiences with experiential learning and also convey the transformative character of experiential learning in his or her education.
   c. The production quality of the poster presentation of the student experience.
   d. The clarity and depth of the student’s effort on the poster to convey the importance and/or transformative character of experiential learning in his or her education.
5. All entries should include the following information:
   a. Name
   b. Title of the poster
   c. Major
   d. What type of experiential learning program did you participate in?
6. All information presented in the poster must be cited, giving credit to the original source. Plagiarism of any kind will result in disqualification. Submit the properly cited sources through the online application.
7. All poster entries must be completed and submitted in-person at 221 Berkey Hall.
8. All portions of the online application form must be completed to be eligible.
9. No copyrighted materials (images, logos, etc) may be used for this contest unless you own the copyright or have a license to use the material for this contest. Written permission must be obtained and provided upon request for all copyrighted materials.

10. No professional assistance is allowed.

11. Content must comply with all local and national laws of the country of origin and the United States. Content must not:
   a. Promote illegal behavior
   b. Support racial, religious, sexual or other invidious prejudice
   c. Advocate sexual or violent exploitation
   d. Violate rights established by law or agreement
   e. Intrude the privacy of any person
   f. Be otherwise inappropriate as determined by Michigan State University in its sole and conclusive determination.

12. The only compensation for submitting a poster is the opportunity to be awarded a prize if the entry wins. Michigan State University will pay students no additional compensation nor be liable to the student under any circumstances.

13. Michigan State University is not responsible for any materials on the poster that are lost or damaged.

**Winner Selection & Prizes**

1. Awards will be presented as follows:
   a. One (1) First Place: $1,000
   b. One (1) Second Place: $250

2. The judges’ decision is final. Entries will be judged and decision will be made based on the judging rubric.
   a. **Content Quality**
      i. Does the poster clearly highlight the value of experiential learning by showcasing student reflection on their own experiences with experiential learning?
      ii. Does the poster convey the importance and/or transformative character of experiential learning in his or her education?
   b. **Creativity**
      i. How well does the poster draw in the audience and keep their attention?
      ii. Is the poster original and innovative?
   c. **Production**
      i. What is the overall quality of production (including images, text, color etc)?
   d. **Guidelines**
      i. Are any copyrighted materials used inappropriately?
      ii. Does the poster properly cite all the information presented to the original source?

**Winner Notification**

The winner will be notified by phone and/or email. Michigan State University and the Michigan State University Federal Credit Union reserve the right to examine additional identification and may choose to accept or deny awarding the prize based on the identification presented.

**Design & Layout Specifics**

Sketching out your poster once you have brainstormed your content and addressed the highlighted requirements is a really helpful task. You can sketch out your poster by hand, or you can sketch it out using a range of software tools. Having a sense of what might go where is a useful step toward design. A few possible layouts include:

Regardless of how you lay out your poster, general tips include:

- Make sure all of the text on your poster is in a large, readable font face—a size that people can easily read from standing about 10 feet away. (A generic rule for this is do not use a size smaller than 20 pt.)
• Make sure that the types of font you use are appropriate for your poster and your audience.
• Remember that text set in ALL CAPS and long chunks of text set in italics is harder to read than text in standard sentence case.
• Effectively use headings and subheadings for the content of your poster, and make sure these headings stand out visually.
• Do not clutter your poster with long, dense paragraphs of text. When it is appropriate and when you can, present your information in succinct bullet points.
• Avoid using dark backgrounds with light text on top—most readers are most comfortable reading dark text on light backgrounds.
• Make sure all of your figures, graphs, photos, and other visual content are high-quality and will print well (and no get blurred or pixelated).
• Label each of your figures, graphs, photos, and other visual content so that your readers know exactly what the figure is referring to or presenting.

As for best software to use to layout and design your poster, the most accessible and easy-to-use software is Microsoft PowerPoint. Although PowerPoint is typically used to design screen-sized slides for presentation, you can alter the size of a slide in PowerPoint. Essentially, you are creating a slide that is the size of a poster. PowerPoint will allow you to easily embed text, graphics, adjust background colors, and more.

A more professional, industry-standard tool for poster design is Adobe InDesign. Adobe InDesign is a layout program that allows users to embed text and images and design documents like a poster. InDesign has, however, a fairly high learning curve and can be a bit tricky to use.

Regardless of what software you create your poster in, you will want to save your final version for printing as a PDF. A file saved in PDF will lock down all of your design elements, so you can save your poster and bring it on a flash-drive to your printer and the printed poster should look exactly as you designed and laid it out.

**Intellectual Property Rights & Waiver of Liability**

1. Ownership of the underlying intellectual property of the project remains with the student, with the following exceptions:
   a. Students grant Michigan State University the right to use their names, photographs, statements, quotes, testimonials, and poster submissions for advertising, publicity, and promotional purposes without notification or further compensation.
   b. Students also grant Michigan State University the right to use, reproduce, reprint, distribute, perform, and/or display the student’s poster without further compensation or notification to the student.
   c. Michigan State University maintains the right to reproduce, reprint, distribute, perform, display, or exhibit the project for advertising, publicity, and promotional purposes on their website, at conferences, or at any other venues.
2. By accepting the prizes, winners agree to hold Michigan State University and all Michigan State University employees harmless against any and all claims and liability arising out of use of such prizes. Winner assumes all liability for any injury or damage caused from participation in the contest or use/redemption of any prize.
3. Students agree to be bound by the official contest rules and decisions of the judges.