



Student Name _____

School Name and City _____



AMP Conference Pre-Event Assignment

(Credit for 1 leadership activity will be given for completing this assignment)

Students: Complete *BEFORE* the conference and submit to your advisor.

Advisors: 1. Confirm completion of each assignment. 2. Sign your initials in the PRE-EVENT column of the student sign-up sheet.

Questions to be discussed during a MESA meeting the week **BEFORE** the conference.

How do I dress "Business Casual" dress? (5 mins)

1. Search for at least two website/articles that describe business casual dress.
 - SAMPLE: <http://www.wikihow.com/Dress-Business-Casual>
2. Read descriptions and think about how you will dress.
3. Create a packing list for yourself.

My Packing List

Shirts	Pants/or/Skirts	Shoes	Accessories	OTHER (See Below)

Share a description of your conference outfit and packing list.

How to Take Effective Conference Notes? (20 mins)

1. Each session, you will be responsible for listening and reflecting on presentations. Read up on some note taking skills and strategies:
 - <http://www.wikihow.com/Take-Better-Notes>
 - <http://www.core77.com/posts/19678/>
2. Listen to **one** the following and take notes during the presentation. Summarize the main points below in whatever note taking method you selected. Key items should include: speaker, topic, and date.
 - Human-Centered Design (17:00)
 - https://www.ted.com/talks/david_kelley_on_human_centered_design
 - The Other Inconvenient Truth (17:40)-Food as a Grand Challenge
 - https://www.ted.com/talks/jonathan_foley_the_other_inconvenient_truth?language=en

Share what would be good note taking strategies.

Include in packing list what materials to take to conference in order to be an effective note taker.



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AMP Pre-Event Assignment continued.

Explore the AMP website. (10 mins)

1. Go to <http://nmamp.nmsu.edu/>
2. What is AMP?

3. Navigate to the Conference Section of the site. Read the conference overview.
4. Explain why you will be attending the AMP Conference. What you expect to gain from this experience?

- Explain to other MESA students why you are planning on attending the AMP Conference and what you expect to gain from this experience.

What is an academic/scientific poster? (15 mins)

1. On the NM AMP website, under Resources for Students, go to the Poster Development Resources and Templates link. Navigate through the NMSU Poster Development Slideshow and the IMRAD Poster Handout: <https://nmamp.nmsu.edu/student-resources/>
2. What are 5 important things you learned about what should be included on a poster and/or how information should be presented:
 - (1)

 - (2)

 - (3)

 - (4)

 - (5)

- A poster should be visually appealing. What are some suggestions for making a poster stand-out in a crowd? Describe specifically what would make you want to stop and read more?



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AMP Conference - Post-Event Assignment

(Credit for 1 leadership activity will be given for completing this assignment)

Students: Complete *AFTER* the conference and submit to your advisor

Advisors: 1. Confirm completion of each assignment. 2. Sign your initials on the sign-up sheet. 3. Submit Student Sign-Up Sheet by **November 2 at 5PM** (anita@nmmesa.org or FAX [877-464-6642](tel:877-464-6642))

Reflect: Complete an evaluation on your conference experience via survey monkey at :

<https://www.surveymonkey.com/r/MESAAMP2018>

- Name and School must be provided to verify submittal.

Advisors, verify completion by checking the box.

Share

- Write a two to three sentence school announcement or press release about AMP. Give several reasons why students should attend next year.
- Collaborate with your advisor and other attendees to come up with a SINGLE announcement/press release.
- Submit press release to the school/local newspaper or have it read on the AM/PM announcements at school.
- Submit a copy with this assignment sheet.

Advisors, verify completion by checking the box.

Document Your Achievement: Go to your resume (Don't have one? Then get started by creating an achievements file on your computer/flash drive), and add your attendance at the AMP Conference to your list of achievements.

Example of a resume entry:

NM AMP Conference. New Mexico State University, Las Cruces, NM, October 2018. The New Mexico Alliance for Minority Participation (NM AMP) is designed to increase the enrollment and graduation rate of historically underrepresented groups in science, technology, engineering and mathematics (STEM).

Advisors, verify completion by checking the box.

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