Being a Faculty Sponsor

**MassURC 2019 Important Dates**

**What is a Faculty Sponsor?**

A faculty sponsor is a faculty member who assists students with all aspects of preparation for MassURC. In order to present, students must have a faculty sponsor.

**What are a Faculty Sponsor’s Responsibilities?**

- Assist students with the research, writing, abstract submission and presentation components of MassURC.
- Communicate with students about their projects leading up to the submission of their abstract.
- Remind students that the abstract submission deadline is **Friday, February 15, 2019**
- Review initial abstract submission and mark it "Approved" or "Needs Revision" by **Friday, February 22, 2019**.
- Remind students that they have until **Wednesday, February 27, 2019** to re-submit their abstracts if it was not approved upon initial review.
- Submit final approval of student’s abstract by **Friday, March 1, 2019**. Abstracts marked "Needs Revision" will not be accepted to present at the conference.
- Make sure students are aware that they will receive notification from the conference coordinator that their abstract has been accepted on **Friday, March 29, 2019**. This notification will include time and location of the presentation.
- Attend the conference, if possible, on **Friday, April 26, 2019** at the Lincoln Campus Center, UMass Amherst.
- Consider being an oral presentation session chair! You will be contacted before the conference.

**Find Your Campus Contact**

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