SOURCE Judges Responsibilities

Judges will provide feedback to our students and help them become more effective communicators. Scores and feedback also allow us to recognize outstanding presentations. **Please fill out all judging forms online by 8 pm on the day of your judging.**

1. **BEFORE SOURCE**
   o Judges are encouraged to attend an information session to meet and discuss guidelines and ask questions.
   o Review these instructions, the judging forms, and the session chair instructions.
   o **Questions?** email SOURCE (source@cwu.edu) or Hideki Takei (hideki.takei@cwu.edu)

2. **AT SOURCE**
   o Check-in at the command center (**SURC 273**) 15-30 minutes before your first judging session to gather your materials and confirm your assignments.
      • Judges will have the option of paper judging forms or using the online form. A volunteer will be compiling session-award based data from both formats for award selection.
         • **Paper form:** Return this to the command room <u>before you leave for the day</u> so that we can compile comments and scores for award selection.
         • **Online form**: All submissions are due by 8pm on the day of your judging
      • Judges should know where and when the projects are occurring to ensure everyone who wants to be judged has the opportunity.
   o Go to the session room at least 5 minutes before the session begins. Please greet all the presenters in this session.
   o Review the abstracts of the projects you are assigned before the presentations start.

3. **JUDGING**
   o Check the "Form ID" of presentations that you will judge. You will find this on the SOURCE schedules, at the command center, and your judging assignment.
      • Example from SOURCE 2024 schedule:

         > <u>10:00 AM</u>
         > **Craft and its Place in the Art Historical Canon**
         > *Joshua Collins*
         > Form ID 56

   o Judges are encouraged to ask questions and engage with the presenters.
   o Provide scores and written comments.
      • Be aware of ethical considerations for the field each presentation is in.
      • Be impartial and objective.
      • **Students *WILL* receive your feedback after the event**.
      • Indicate if you think a presentation is truly outstanding to nominate them for a session-based SOURCE award. **Students will *NOT* see if you nominate them for this award**.

4. **SESSION CHAIRS**
   o We will ask volunteer judges to also be session chairs as needed. Please be aware of these responsibilities so you are prepared if needed to chair a session. Main duties include:
      - Announce each presenter and presentation details to the audience.
      - Keep track of time and ensure that presenters don't exceed their time limit using colored cue cards to communicate the time remaining to presenters.
      - **If a presentation ends early DO NOT proceed with the next presentation. Please adhere to the scheduled times so that drop-in attendees do not miss scheduled talks.**

5. **JUDGES SIGN-UP BOARD**
   o There will be a schedule board outside the command room displaying sessions that are still in need of judges due to either limited volunteers or unexpected cancellations.
   o If you notice a session in need of judges that you would like to cover, please remove the sticky note and bring it to the volunteer in the command room so they are aware and can provide you with the appropriate materials for the session.
   o If you unexpectedly become no longer available for a time that you previously signed up for and have judging assignments for, please contact the SOURCE team immediately so that we can update the "Judges Needed" board.
   o **Please give us as much notice of cancellation as possible!**
      - **Cancelations less than 24 hours before SOURCE**: Message Hideki Takei, Ash Perron, and/or Katie Seymour over Teams chat.
      - **Cancelations more than 24 hours before SOURCE**: Email source@cwu.edu OR Teams message one of the OUR staff members listed above.

Command Center

The command room in **SURC 273** will be a home base for volunteers/judges and mentors. If you have any questions or problems during SOURCE, volunteers & staff will be available in the Command Center to assist volunteers, judges, and staff/faculty.

Please do not send presenters or attendees to the command center for assistance; only staff, faculty, volunteers, and judges should be in this room; direct all attendees and presenters to the check-in/info table if you are not able to assist them at the time.

If you have questions/concerns during your session, message the appropriate channel in the SOURCE 2025 Teams or message a SOURCE team member and someone will help you as quickly as they can.

SOURCE would not be possible without your help! **Thank you**!

Award Ceremony
All judges are invited to the SOURCE Award Ceremony on May 20th to celebrate all the students' scholastic achievements.

Volunteer Judge Checklist

Use this guide to prepare for your volunteer shift(s) after reading through the instructions and responsibilities expected of you at SOURCE.

- ☐ Learn about SOURCE! Attend one of OUR pre-SOURCE events to see a bit of what to expect at SOURCE in May.
  - ☐ SOURCE Kickstart & Why to SOURCE: Fall Quarter
  - ☐ How to SOURCE: Winter Quarter
- ☐ Sign-up to be a judge at SOURCE!
- ☐ Attend one of the volunteer training sessions
- ☐ Review the judge & session chair instructions
- ☐ Review the judging forms
- ☐ Check-in at the command room (SURC 273) 15-30 minutes before your first judging session
- ☐ Gather your materials for the day: judge badge; your judging assignments; program; schedules; judging form QR codes; clipboard, pen, & paper forms (if applicable)
- ☐ Review the abstracts of the projects you're judging
- ☐ Arrive at your SOURCE session at least 5 minutes early.
- ☐ Check the Form ID for each presentation
- ☐ Be attentive & engage with the presenter; ask questions
- ☐ Score the presentation appropriately, provide constructive feedback, and nominate them for a session-based award if you would like
- ☐ Prepare for your next assigned presentation
- ☐ Make sure that you have submitted ALL your judging forms by 8pm on the day of your judging