Electronic Senior Projects

Karen Beaton, Senior Project Coordinator, Library Acquisitions
Marisa Ramírez, Digital Repository Librarian
Goals for today

• Background
• The Submission Process
• Department Considerations
Background

• Desire of students and faculty to increase access & “searchability” of student work

• Campus desire to showcase & elevate the visibility of student research outputs

• Majority of senior projects are originally created in a digital environment

• Implementation of electronic thesis submission
DigitalCommons@CalPoly

- Berkeley Electronic Press platform
- Launched in Fall 2008
- University's digital archive for faculty & student scholarship and campus administrative documents

http://digitalcommons.calpoly.edu

Benefits
- 24/7 availability, visibility, “discoverability”
- Showcases work to new audiences
- Less duplication of work, more opportunities to build upon past work
- Contributes to improved sharing of research
Timeline

- **Fall 2008 - Spring 2009**: Senior Project Pilot

- **Summer/Fall 2009**: Campus info sessions

- **September 22, 2009**: Electronic senior project submission
  - Prior to Sept 22, paper submissions accepted

- **Ongoing**: Provide information & support to students and campus
Roles

Departments

• Determine policy regarding senior project deposit
• Determine style, length and content
• Update and maintain their senior project handbook/style guide
• Determine internal workflow
Roles

Library
• Collects and provides access to the content
• Maintains the Senior Project Requirement Form
• Determines format the projects are preserved
• Determines fee to cover cost of preservation
• Determines the level and nature of library support provided to students
• DOES NOT evaluate or assess the quality of the content
Submission Process

• Each department may have slight internal variations to the current process

• Students to consult with advisor and department policy

• **Sept 22\(^{nd}\) 2009**: All new senior projects provided to the Library will be deposited digitally
  • Paper versions no longer collected by Library
  • Microfiche copies no longer provided to departments
Step 1: Get a Cashier’s Receipt

- Pay $12 senior project fee
- 2 copies of receipt
- Attach 1 receipt to the Senior Project Requirement Form
- Student keeps other copy
Step 2: Download Form

Senior Project Requirement Form available online: http://lib.calpoly.edu/seniorprojects/

Student
- Fills out Sections I, II and III
- Print out, sign and provide to Advisor
Step 3: Advisor signs Requirement Form

Advisor fills out Section IV & signs

- Option 1: Provide open access to electronic senior project
- Option 2: Restrict all access to senior project for a period of 1 or 5 years
  - Due to patent, proprietary or time-sensitive content
  - After restriction lapses, the senior project reverts to open access

Note: Student may contact Kennedy Library before initial expiration of restriction to obtain a 1 year extension
Step 4: Form is provided to Dept

- Completed form with cashier’s receipt attached
- Some departments require additional signatures (Section V)
Step 5: Student uploads advisor-approved project

- Detailed upload instructions are available in the *Electronic Senior Project Information Packet*

- Karen can provide one-on-one assistance for students with uploading

- Online tutorial
Step 6: Dept forwards form to Library

Point of Contact:
Karen Beaton, Library Rm 104

• Library will review form for completeness
• Confirm that digital access settings in the system match form
Step 7: Senior Project is made public on DigitalCommons@CalPoly

- Project can be accessed online
- Student will not be able to make changes to the project once item is public
- Student receives auto-generated email notification
- Library creates bibliographic entry in catalog
Auto-Notification of New Content

- RSS feed
- Email
- Details available in the Sr. Project Info Packet
Resources

- Senior Project page on the Library website
  http://lib.calpoly.edu/seniorprojects
  - Senior Project Information Packet
  - Senior Project Requirement Form
  - Sample Title Page
- DigitalCommons@CalPoly
  http://digitalcommons.calpoly.edu
- Sr. Projects Admin Listserv
- One-on-one upload assistance
- Portal channel
- Online tutorial
- Find us on Facebook!
Department Considerations

- Department policy on senior project deposit
- Department style guide, handbook and any supporting websites
- Internal workflows for process alignment
- Sharing of information with senior project advisors, students and campus
- Join a community of practice
Contact

Campus Point of Contact: Karen Beaton
Senior Projects Coordinator, Library Acquisitions
Robert E. Kennedy Library
kbeaton@calpoly.edu
senior.project@lib.calpoly.edu

Questions about the software: Marisa Ramírez
Digital Repository Librarian
Robert E. Kennedy Library
mramir14@calpoly.edu
Frequently Asked Questions

Q: Are you retroactively digitizing work?
A: There are not plans at this time.

Q: What kind of file formats can students upload?
A: Many different types of file formats can be uploaded including projects containing multimedia. We expect most will retain traditional typographical conventions in .doc or .pdf formats.

Q: How can I prepare for this transition?
A: Use the new senior project requirement form
   Update the links to point to http://lib.calpoly.edu/seniorprojects
   Become familiar with the senior project information packet
   Utilize the listserv to poll your colleagues
Questions?