

Electronic Senior Projects

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Goals for today

- Background
 - The Submission Process
 - Department Considerations
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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
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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
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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 22nd 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
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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
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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)
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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
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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
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Auto-Notification of New Content

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

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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?

