

Adopted: April 10, 2001

**ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-562-01/IC  
RESOLUTION TO UPDATE THE  
CAMPUS ADMINISTRATIVE MANUAL SENIOR PROJECT SECTION**

- 1 WHEREAS The Campus Administrative Manual (CAM) Senior Project section 412.2 was last  
2 updated in April 1982; and  
3  
4 WHEREAS The vagueness of the current CAM Senior Project section contributes, by its lack  
5 of guidance, to the continuing problem of students who do not understand how to  
6 complete the senior project in a timely fashion; therefore, be it  
7  
8 RESOLVED That Cal Poly adopt the attached, more specific senior project guidelines as a  
9 revision of CAM Senior Project section 412.2.

Proposed by: Academic Senate Instruction Committee  
Date: November 20, 2000  
Revised: January 30, 2001  
Revised: April 10, 2001

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211.4 Guidelines for Senior Project

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211.41 Definition

The Senior Project at the California Polytechnic State University, San Luis Obispo is a formal report of the results of a study or experiment selected and completed under faculty supervision by each student prior to the receipt of the bachelor's degree. The types of problems which form the bases of the study or experiment are directly related to the student's fields of employment or intended employment. The senior project is a capstone experience required for all Cal Poly students receiving a baccalaureate degree. It integrates theory and application from across the student's undergraduate educational experiences. The senior project consists of one or more of the following; (1) a design or construction experience, (2) an experiment, (3) a self-guided study or research project, (4) a presentation, (5) a report based on internship, co-op, or service learning experience, (6) a public portfolio display or performance. Where the senior project does not consist primarily of a written document, departments may, where they deem appropriate, require some written documentation (length to be determined by the department) to accompany the senior project. The precise nature or form of a senior project is to be determined by the department or program of the student's major. The senior project is normally related to the student's field of study, future employment, and/or scholastic goals, and is carried out under direct faculty supervision. The precise nature and form of a senior project is to be determined by the department or program of the student's major. The senior project is normally related to the student's field of study, future employment, and/or scholastic goals, and is carried out under direct faculty supervision.

repeated sentences removed

211.42 Expected Outcomes (AT THE DISCRETION OF THE DEPARTMENT)

1. Ability to reduce a general problem to specific points of analysis Ability to reduce a topic to specific points of analysis
2. Ability to organize points of analysis into a logical sequence Ability to organize the points of analysis into a logical sequence
3. Ability to estimate hours of labor and cost of materials necessary to complete a project Ability to apply acquired competencies to the successful completion of a project

Ability to apply competencies acquired in other courses to the successful completion of a specific project.

Ability to obtain information necessary to the solution of a problem by library study, experimentation and/or correspondence and personal contact with people who have had experience in the field

4. Ability to obtain, evaluate, synthesize, and apply project-related information

Ability to follow a work outline without overlooking any major points or significant details

5. Ability to develop and follow a project plan

Recognition of the fact that completion of a project on schedule is an essential element of successful work

6. Ability to estimate hours of labor and/or cost of materials necessary to complete a project

Ability to organize, illustrate, and write clear, concise, and correct report of the investigation

7. Ability to organize, illustrate, and write clear and concise project documentation

Ability to work for a supervisor who desires quality performance with a minimum of supervision

8. Ability to accept supervision when needed

#### 211.43      **Requirements**

Every student must complete satisfactorily the Senior Project prior to the receipt of the bachelor's degree.

1. The total number of senior project units must be 1 to 6 quarter units.

The number of quarter units of credit for Senior Project must be within the range of 2 to 4.

2. The senior project requirements would WILL be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.

The specific number of units required would be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.

3. Normally 3.0 hours of student work will be required for each unit of credit granted.

A minimum of 30 hours of student work will be required for each unit of credit granted.

4. Projects requiring an excessive amount of time are discouraged.

The character of each curriculum will determine the method of organization of the course requirement, i.e., lecture or activity.

5. The number of students participating in a group senior project should not be so large as to unduly limit individual experience or responsibility and initiative.

One or two quarters of work may be specified for the various curricula depending upon the nature of the curricula.

6. The student is responsible for identifying costs and potential funding sources for senior project prior to initiation of the project. Costly projects are discouraged.

The responsibility for costs for materials and supplies used in the project will be determined in advance by the university. Costs should be borne by the student when the product of the project is for personal use.

7. It is the student's responsibility to become informed about the university's intellectual properties policy AND HUMAN SUBJECTS POLICY (WHERE APPLICABLE).

The number of students involved in any given project should not be so large as to limit individual experiences or responsibility and initiative. Each student should be required to meet meaningfully the 30 hours per unit of credit minimum.

#### 211.44      **Library Copy**

One copy of each Senior Project will be sent by the academic department to the University Library where it will be copied on microfiche. A microfiche copy of the project will become part of the Library's collection where it will be available for public use. One copy of each microfiche project will also be deposited in the University archives.

1. The academic department may send one copy of each senior project to the University Library where it will be reproduced on microfiche or in an electronic format. A microfiche or electronic copy of the project will become part of the Library's archival collection where it will be available for public use.

Archival copies of senior projects will be available either on microfiche or in an electronic format.

After being copied on microfiche, the original project will be returned to the academic department of its origin. Non print media (slides audio/video tapes), however, comprising all or part of a project will be permanently retained in the Library collection.

2. After being copied on microfiche or electronically, the original project will be

returned to the academic department of its origin as applicable. Non-print media (slides, audio/video tapes, CD's, floppy disks, etc.) however, comprising all or part of a project will be permanently retained in the Library collection.

All projects submitted to the Library will follow a standardized format for title page, approval page, and abstract. Details of this format are found in Procedures for Submitting Senior Projects to the Library, available from the University Archives in the Library.

3. All projects submitted to the Library will include a completed Senior Project Requirement Form and a title page. The Senior Project Requirement Form must be signed by the student's adviser or academic department head before it can be accepted for processing by the Library. The title page should follow a standardized format.

Each student is required to pay a fee for copying his/her Senior Project on microfiche.

4. Each student who submits their senior project to the library is required to pay a library processing fee for making her/his senior project available.

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CAL POLY

State of California

**Memorandum**

ACADEMIC SENATE

SAN LUIS OBISPO  
CA 93407

To: Unny Menon  
Chair, Academic Senate

Date: August 27, 2001

From:   
Warren J. Baker  
President

Copies: Paul Zingg  
David Conn

Subject: Response to Senate Resolutions:  
AS-550-00ICC-Graduate Writing Requirement  
AS-553-01/IC-Choice of Catalog Requests Older Than 10 Years  
AS-562-01/IC-Update the Campus Administrative Manual Senior Project Section  
AS-563-01/IC-Publication of Change of Major Criteria  
AS-569-01/IC-Incomplete "I" Agreements

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I hereby acknowledge receipt of, and approve, the above-referenced Academic Senate Resolutions, and commend the Curriculum Committee, the Instruction Committee and the Academic Senate for addressing a number of issues relating to students' progress-to-degree.

AS-550-00ICC will increase the options available for students to meet the Graduation Writing Requirement (GWR) and also draws attention to the importance of effective advising in encouraging students to take the GWR early in their junior year.

AS-553-01/IC defines the criteria for determining whether a student should be allowed to complete his/her degree on a catalog older than ten years.

AS-562-01/IC provides for a clarification of the definition, expected outcomes, and requirements for senior projects, giving flexibility to individual departments, and will hopefully, lead to a higher completion rate for these projects. Cal Poly is undertaking a comprehensive review of its administrative policies that will result in a new collection of "Campus Administrative Policies" (CAP), published on the Web and in hard copy format. CAP will take the place of the pre-existing Campus Administrative Manual (CAM). CAM Section 412.2 dealing with Senior Projects has not yet been revised. Suggested changes to this section should be forwarded to the President's Office to be incorporated in the Campus Administrative Policies.

AS-563-01/IC takes an initial step toward addressing the problems associated with change-of-major, in requiring each college to publish applicable criteria as well as past acceptance rates.

Finally, AS-569-01/IC recommends the use of an "I" Agreement form as a means of making the process of converting an "I" grade to a letter grade less confusing for both students and instructors,

In closing, please extend my appreciation to the full Senate for dealing with these very important student and academic issues.