

IME Department Guide to Senior Project Submission

(Modified from CP Guidelines at <http://lib.calpoly.edu/seniorprojects/guidelines.html>)

Step 1: Get a Cashier's Receipt

Pay the \$12 senior project fee at the Cashier's window in the Administration Building (cash or check only) or online through the Cal Poly portal by echeck or credit card (credit cards accepted: MasterCard, American Express, Discover, or Diner's Club). It is not possible to pay over the phone.

Get 2 copies of the receipt. You will attach the original receipt to the Senior Project Requirement Form and keep a copy of the receipt for your records.

Step 2: Download and fill out the Senior Project Requirement Form from http://lib.calpoly.edu/seniorprojects/seniorproject_reqform.pdf

Fill out **Sections I, II and III** of the Senior Project Requirement Form. Adobe Acrobat Reader is required to access and complete the form. * MacOS X users: To ensure that the PDF you download is interactive, open the file in Adobe Acrobat Reader. The file will open in Preview, but will not be interactive.

When filling out the form, please note:

- Enter the author(s) name exactly as it appears on the title page.
- If more than one author, list them on the form in the same order as they appear on the title page.
- Use the same title as on the title page.
- Enter the full name of the department, not the abbreviation.
- Sign the form in the appropriate area
- Print a copy of the completed form for the department.

Step 3: Get your Advisors' signatures on the Senior Project Requirement Form

Provide the "senior project requirement" form and the final copy of your senior project to your **technical** advisor for grading. Your technical advisor should fill out and sign **Section IV** of the form. Be aware that your project is subject to departmental guidelines for required form, length and content. Please read the SP Guidelines on the IME Department website carefully, as well as consult with your technical and administrative advisors.

After your technical advisor signs the form, provide the form and a CD containing the final copy of your senior project to the **administrative** advisor of the IME481/482 class for her/his signature on the form in **Section V**. The CD should contain three files: (1)

the final copy of the complete senior project report (as a single file), (2) the title page of the senior project report, and (3) the abstract page of the senior project report.

The three files on the CD should be either MS Word or Adobe Acrobat files (with file extensions .doc or .pdf) titled as follows:

File	Title
Complete SP	SP Report YourLastName FirstName Month Day Year
Title Page	SP Title YourLastName FirstName Month Day Year
Abstract Page	SP Abstract YourLastName FirstName Month Day Year

Step 4: Deliver the completed Senior Project Requirement Form, Cashier's Receipt and CD to the Department Office

After your technical and administrative advisors sign the “senior project requirement” form, you need to deliver the form, receipt, and CD to the IME office. At this point, **Sections I, II, III, V, and IV** of the Senior Project Requirement Form should be completed, including the student signature and advisors’ signatures. The cashier's receipt should be attached to the form. Deliver the form, receipt and CD to Stephanie Allen in the IME Department Office. The office staff will upload your senior project to the DigitalCommons@CalPoly .

Step 5: The IME office will upload your advisor-approved senior project to the DigitalCommons@CalPoly

The IME office will upload your senior project using the file you turn in the CD. Once uploaded, it cannot be changed, so make sure the CD you deliver to the IME office contains the last version of your senior project report.

Step 6: The Department Office will forward your Senior Project Requirement Form and Cashier's Receipt to the Library

The department will send the completed requirement form and cashier's receipt to the Kennedy Library when grading and SP uploading is complete. The Library will review the form for completeness, and will confirm the DigitalCommons@CalPoly data entry and digital access settings.

Step 7: Senior Project is made public on the DigitalCommons@CalPoly site

The Library will make the senior project publicly accessible on the web. The student should receive an email notification when the project is electronically available. Robert E. Kennedy Library will create a bibliographic record in the library catalog.