

Archiving Student Work: Individual Submission Form

Congratulations on successfully completing your comps work or honors paper! In achieving this milestone in your academic career, you join the ranks of decades of successful Carleton students. To document student achievement at Carleton historically, beginning in 2008/09, we are asking you to submit a digital copy of your work to the College's archive of student comps and honors papers.

Examples of works to be archived digitally include:

- **Comps** final products in all formats (including accompanying materials)
- **Recordings (audio/video/multimedia) of presentations**, when they constitute the primary product of comps research
- **Other comps components** deemed important by individual departments (e.g. posters, photographs of exhibitions, etc.)
- Papers/projects awarded **departmental or independent study honors**
- Works awarded departmental or **College-wide honors or prizes** (e.g. at Honors Convo)

If you have questions about whether work you have done should be archived, please consult with your faculty advisor.

Please complete all fields, typing or printing clearly. (see also Archiving Student Work: Instructions)

Date of delivery to Library:		Date received (staff use only):	
Author's full name:			
Email address:		Phone:	
Graduation year:	Major/s:		
Title of work:			
Sponsoring department/s:			
Advisor/s:			
Date work was completed (final version, after revisions):			
Components of work: <i>text – video – PowerPoint – charts/graphs -- poster – audio recording – website – spreadsheet – other. Please briefly describe all components that go beyond simple text.</i>			
Keywords/Descriptors <i>(words or phrases that describe the subject of your work):</i>			
Summary of content <i>(Required, if your work does not include an Abstract):</i>			
Filename (see Instructions for how to name your file):			

List any honors, awards, prizes or distinctions your work has received.

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Submission Agreement for Carleton Student Work

- I agree that I am the Author of this paper or other work, that it represents my own original work, and that I hold the copyright to this work.
- I understand that as the Author of this work I have the exclusive rights to reproduce, distribute, perform, display, and prepare derivatives of this work.
- I agree that Carleton College shall have non-exclusive rights to preserve my work as part of Carleton's academic history and to use it for teaching purposes and/or institutional research & assessment.

Student name (print): _____ Email address: _____

Signature: _____ Date: _____

Please return a signed copy of this form to: Carol Eyler, Carleton College Library, Room 461, x4268. Contact ceyler@carleton.edu with questions.