

FAQ for Students

(This FAQ will be updated frequently. Last updated 2-10-2010)

How to Archive Your Comps

1. Yikes! I just heard that I'm supposed to do something to archive my comps or my work that got an award. What am I supposed to do now?

First, **don't panic!!** . . . This is really pretty easy, especially compared to what you've already done! There are basically just two things you need to do:

- Create a pdf version of your paper and prepare any other files that should be archived (e.g. a presentation or video.) See 4. below for information on file types and naming.
- Fill out an online submission form, which includes attaching the files you want to archive.

2. What if I'm supposed to archive a group comps project?

- If you were part of a group that did one comps project together, one member of the group should complete the submission form.
- The group should agree together on the documents to submit (with guidance from your advisor/s,) as well as the abstract/summary text and the keywords.
- Files for group comps should be named with the username of the student doing the submission.

3. Ok, where do I find the submission form to fill out?

- You can find the online submission form at <https://contentdm.carleton.edu/comps/>
- Read through the instructions before you begin to fill out the form. You can page back & forth through the form to see what is asked for in each step.

4. I'm ready to create a PDF version of my paper.

- Be sure that all textual components of your paper are in a single Word file – cover page, text, appendices, references, etc.
- If you haven't done this before, there are two videos at https://apps.carleton.edu/campus/library/help/help/digital_comps/ showing how to morph your paper from a Word document to a PDF.
- If you have trouble, people at the SCIC Desk (x4040) or Research/IT (x4264) can help.

5. How should I name my file/s?

Name your file/s using your Carleton username_grad year_department code.file extension.

Examples:

- Eylerc_2010_CAMS.pdf (text of paper)
- Eylerc_2010_CHEM.ppt (PowerPoint presentation)
- Eylerc_2010_ARTH.mp4 (video)
- Eylerc_2010_MUSC.aif (sound)
- If you have more than one file of a particular type, give the additional file/s a number to distinguish them.
 - Eylerc_2010_CAMS2.mp4
 - Eylerc_2010_CAMS3.mp4
- Please do not submit more than one file with identical names & file extensions.

6. My comps included work in other file formats, beyond those listed above. What should I do?

- Before you fill out the submission form, talk with Carol Eyler about what kind of files you have – ceyler, x4263.

7. I have a data set that is essential to understanding my comps; how do I submit that?

There isn't a process in place at this time, as we do not know the different types of data sets and the various copyright situations that are currently involved in comps. We are working on this. Please contact Kristin Partlo (kpartlo@carleton.edu) to give her more information about your data set.

8. When should I submit my comps or honors paper or prize-winner for archiving?

- When you receive notification that your comps has passed, or you receive your honors or distinction on a paper, you should submit your work. Please do not submit before you have been passed.
- Your department may set up a standard submission process and time for all majors to submit their comps. Ask your advisor, the department chair or the departmental assistant, if this is the case.

9. Will distinction on comps be noted?

- Yes, there is a place on the submission form to indicate whether your work was awarded distinction or won a prize.
- For students in departments where distinction is not known until the end of the year, we will get a list from the department indicating which works have been accorded distinction at the end of the year.

10. Will comps exams be archived, or just projects and papers?

- The College goal is to archive all comps projects and honors papers.
- Exams will not be archived, unless a department specifically requests that they be.
- In cases where a comps project has multiple parts (e.g. paper and presentation), your department will set the policy on which part/s to archive.

Why, Where, Who Can See & How

11. Why am I being asked to archive my comps or honors paper digitally?

- In Jan 2009, the Carleton faculty unanimously approved a policy to digitally archive comps and honors papers beginning with the 2008/09 academic year.
- Most colleges like Carleton have been systematically archiving significant student work for decades; Carleton is unusual in not having had a college-wide policy for archiving student work until now -- instead leaving it up to each department.
- We are doing this digitally for the obvious reasons of space & paper savings, as well as providing cross-departmental discoverability that was not easily available for the many departmental collections.

12. How will my archived comps or other work be used?

- Faculty may use a printed copy as an example for future students – e.g. on Reserves.
- Faculty and/or Institutional Research & Assessment staff might use comps in the aggregate to help assess progress toward departmental or college learning goals.
- A student doing research on a topic related to yours might request a copy through a faculty member.

13. Will I still own the copyright to my archived work?

- Absolutely, yes! You definitely retain the copyright to your own work. This right is legally inherent in authorship and need not be registered in any way.

14. Where will the digital versions of comps reside?

- Most comps, honors papers & prize-winning works will be stored as PDF files on a College server in ITS.
- Non-textual & multi-media works (e.g. videos, posters, presentations, etc.) may be stored offline on digital media, according to archival standards – probably in the College Archives.

15. Who will be able to look at or get a copy of my comps?

- Faculty or their designees (e.g. Departmental Assistants) will have access.
- Institutional Research & Assessment staff will also have access.
- Certain Library and ITS staff will have access for the purpose of archiving and cataloging.
- Current students, when provided a copy by a member of the Carleton faculty.

16. When/how can current students see a copy of my comps or honors papers?

- Any member of the Carleton faculty (or their designee) can give any current student a copy of a comps or honors paper in the digital archive. Faculty can also put a copy of an archived work on Reserves.

17. How will people know what student works have been archived?

- Your archived work will be cataloged in the Bridge library catalog based on the information you provide on the submission form.
- Your work will be searchable by author/s, title, department/major/s, and keywords, all of which you will provide on the submission form. If need be, we may tweak some of your keywords for consistency.
- Librarians will add appropriate subject headings, based on the abstract or summary that you provide on the submission form.
- The Bridge record will indicate that potential users of your work need to contact a Carleton faculty member or his/her designee to obtain a printed copy of your work.

18. Why are you listing student work in Bridge, when it is not accessible without faculty intervention?

Who decided to do this?

- Drafts of the policy were reviewed by many faculty, staff and students over a period of 18 months.
- Students on the Library Committee and especially those on the Education & Curriculum Committee (ECC) were particularly insistent that the records be made accessible to all and that sentiment was included in the ECC's statement of endorsement of the policy.

19. Will the policy on using and viewing archived work change in the future, and how will that affect my already submitted work?

- The Carleton faculty or administration could change the access policy in the future.
- However, all work archived under the current policy will continue to have highly-restricted access.
- The exception would be if the access policy was changed in the future and the student author/s were contacted and explicitly agreed to broader use at that time.

Other Questions??

20. Who should I contact if I have more questions?

- If you are having trouble with the submission process, contact Carol Eyler, Comps Archiving Coordinator, ceyler, x4268
- If you have other questions about archiving your comps or other significant student work, talk with your faculty advisor or departmental chair.