

FAQ for Students

(This FAQ will be updated frequently. Last updated 5-29-09)

- 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?**
 - Slow down. . . . this is really pretty easy, especially compared to what you've already done! There are just two things you need to do:
 - Fill out a "submission form"
 - Create a pdf version of your paper (if your comps is not a paper or includes some other kinds of materials – e.g. a presentation, see question 8. below.)
 - Questions 2-6 below will step you through the process.

- 2. Ok, where do I find the submission form to fill out?**
 - There are two forms – one for individual work and one for group work.
 - You can find both of them on this webpage
 - Archiving Student Work: Individual Submission Form
 - Archiving Student Work: Group Submission Form

- 3. What now?**
 - Make a copy of the form on your computer, using "Save as"
 - Name the new file something that makes sense to you.
 - Fill in the form. The boxes will expand as you type in more information or if you copy & paste from another document (e.g. for your abstract or summary.)
 - When you finish filling it in, print the form. Back to back is best.
 - Sign the form.
 - Ok, you're done with the first part! Yay!!

- 4. I'm having trouble filling in the submission form on my Mac. When I type in my summary, it cuts off the bottom part.**
 - If you fill in the form using Adobe Acrobat Reader, Version 9 or higher (rather than Preview), you shouldn't have this problem.

- 5. I'm ready to create a PDF version of my paper.**
 - If you haven't done this before, there are two videos on the webpage 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.
 - Name your file using your Carleton username_2009 – e.g. smithry_2009.pdf
 - If the file is for group comps, name it using the username and graduation year of the first author.

- 6. Ok, I've got my signed submission form and my pdf file. Now what?**
 - You're on the home stretch – just two more things to do:
 - Use "Save as" to copy your PDF into a folder on the Collab server – Collab/Projects/Student Work for Digital Archiving. You won't be able to see the file, but it will be there. If you have problems with this, email Carol Eyler, ceyler@carleton.edu

- Put your completed & signed submission form in campus mail to Carol Eyler, Library or bring it to her at Library Room 461.
 - Voila! You're finished. Congratulations and thank you!
- 7. Why can't I just email my submission form as an attachment?**
- Sadly, we don't yet have electronic signatures set up for this year; so you must print, sign, and turn in your submission form to Carol Eyler (Library 461) either in person or through campus mail.
 - We expect to have an all-online submission process in place for 2009-10.
- 8. I am supposed to archive both my paper and my presentation. How should I do this?**
- Fill out one submission form and indicate in "Components of work" that you have both text and presentation.
 - List filenames like this:
 - username_2009.pdf (text of paper)
 - username_2009pres.pdf (PowerPoint saved as pdf)
 - username_2009pres.ppt (Powerpoint saved as ppt)
 - Save all three files in Collab/Projects/Student Work to Archive
- 9. My comps work was not a paper. What formats should be used for archival versions of presentations, videos, websites, etc. ?**
- Currently, the primary formats recommended are PDF for most comps, PDF and PPT for slideshows, AIFF and WAV for audio, MPEG-2 for video, and ZIP for webpages.
 - OIV files (PRS and SHW) are not being accepted at this point.
- 10. 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 Carol Eyler (ceyler@carleton.edu) to give her more information about your data set.
- 11. When should I submit my comps or honors paper?**
- 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.
- 12. 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 many departmental collections.

13. Where will the digital versions of comps reside?

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

14. Will I still have the copyright to my digitized work?

- Yes, you definitely retain the copyright to your own work. This right is legally inherent and need not be registered in any way.
- However, we encourage you to select a Creative Commons license (<http://creativecommons.org/about/licenses>) to ensure that any future use falls within guidelines that you have set. There is more information about Creative Commons licensing on the submission form.

15. What is a Creative Commons license, and why would I use one?

- Creative Commons licenses are copyrights without the lawyers, and allow people change the terms of their copyrights easily. Anyone can use a Creative Commons license.
- Creative Commons licenses are recommended because it allows the college to use your work to the degree you desire, particularly if usability policies change in the future.

16. 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, cataloging, and e-reserves.
- Current students, when provided a copy by a member of the Carleton faculty.

17. How will my archived comps or honors paper be used?

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

18. Will the metadata (cataloging) records be searchable so students and others can find out that archived comps exist?

- Yes, your archived work will be cataloged in Bridge based on information provided by you 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.
- The record will indicate that potential users of your work need to contact a Carleton faculty member or his/her designee to obtain a copy of your work.

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

20. 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 any comps or honors paper in the digital archive. Without permission, students can't access any archived work. Faculty can also put a copy of an archived work on e-Reserves.

21. 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.

22. Will distinction on comps be noted?

- Yes, we will update the record to indicate that a work received distinction, either when the work is submitted, or later when the departments have a complete list of who received distinction or honors.

23. Will the policy on using and viewing archived work change in the future, and 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 restricted access.