

## Final Project Submission How-To

Final projects will be submitted through the Assignments feature of the course website. As a reminder, the submission deadline is **11:59pm on December 8<sup>th</sup>**. If you aren't familiar with how to submit assignments via Canvas, refer to the tutorial linked at the bottom of this document.

Please submit your project as follows—your TF thanks you in advance for making her/his life easier. ☺ **Also note, the info provided here is a supplement to, not a replacement for, the final project guidelines document.**

### Policy papers

Policy papers should be submitted as a single PDF file. Please name your file according to this template:

pp-LastnameofTF-LastnameFirstname.pdf

For example, the paper file of a student in my section named Deborah Keller would be named:  
pp-No11-KellerDeborah.pdf

### Multimedia projects

We understand that the creativity you've unleashed in your multimedia projects can't be nailed down to a single submission format. However, here are some general guidelines.

#### *Digital copies of physical objects*

For the sake of our record keeping, you must submit a digital version of your project, even if you've created a physical object like a book. If your work wasn't created via digital files, you can simply capture it digitally in some way (e.g., take pictures of or scan each page of the book). If your physical object requires a number of images, please consolidate them into a single PDF for submission. You can then upload that file to Canvas, and deliver the physical object to your TF for grading.

#### *Don't put all your eggs in the Internet*

If your project is online somewhere, like YouTube, Vimeo, SoundCloud, Google Drive, DropBox, or its own website, you should check to make sure that the file works as anticipated once uploaded. **Projects that are inaccessible at the submission deadline will have points deducted as outlined in the rubric.** If you have any doubts about the reliability of the online service you are using, we recommend submitting the file directly to Canvas as a backup to the link.

- If the project file will not upload to Canvas for any reason, you should upload the rest of your project submission (i.e., reference document and any supporting materials) and email the project file directly to your TF with an explanatory note.
- If the project file is too large to send via email, we recommend using WeTransfer: <http://wetransfer.com>.

### References

In addition to your project, you need to submit a list of references you consulted in developing it. This document should be submitted as a PDF file. Please name your file, beginning with the type of project (e.g., video, song, podcast, etc.), according to this template:

type-LastnameofTF-LastnameFirstname.pdf

For example, the references file for the podcast of a student in my section named Marvin Books would be named:

podcast-Noll-BooksMarvin.pdf

If Marvin collaborated with Deborah Keller on a video, their references file would be named:

video-Noll-BooksMarvin-KellerDeborah.pdf (i.e., names in alphabetical order)

If your project is online somewhere, like YouTube, Vimeo, SoundCloud, or its own website, please include a link to it at the top of your references file.

#### *Collaboration statement*

If you collaborated on your final project, you need to submit a statement outlining each group member's contributions. You should include this statement in your references file, starting on a new page. Please do not submit separate files for your references and your collaboration statement.

#### *Supporting materials*

Any additional supporting materials that are text- or image-based (e.g., script for a podcast, lyrics for a song, diagram for a model, code for a web app, etc.) should be included in the references file as well. In short, please consolidate as much as you can into one file. Most multimedia project submissions will consist of one or two files (depending on whether the project itself is submitted as an audio/video/etc. file or via a link within the references file).

#### *Submitting group projects*

Any member of the group can submit group projects; that group member should submit all components of the project.

Step-by-step tutorial on how to submit assignments to Canvas:

<https://guides.instructure.com/m/4212/1/41972-how-do-i-submit-an-online-assignment>