

Student Instructions for Submitting Your Graduate Internship Reports to the California Polytechnic State University's Institutional Repository

Background

DigitalCommons@CalPoly, California Polytechnic State University's (Cal Poly) Institutional Repository, is an open access digital internet archive. It promotes discovery, research, cross-disciplinary collaboration, and instruction by collecting, preserving, and providing access to scholarly work created at Cal Poly. The goals of the repository are to: (1) provide persistent and centralized access to research at Cal Poly; (2) promote research and collaboration within the scholarly community; and (3) preserve the history, growth, and development of scholarship at Cal Poly.

Electronic Report Preparation

1. Before you submit material to DigitalCommons@CalPoly be sure that your report text is converted into a .pdf and non-text works are in an appropriate format: audio (examples .wav, .mp3); video (examples .avi, .mp4, .mov); and other file formats (examples .cad, .png, .xpt, .por).
2. You are responsible for ensuring that all submitted content is compliant with the Americans with Disability Act (ADA) and CSU Executive Order 1111. Information and tools available here: <https://guides.lib.calpoly.edu/digitalcommons/seniorprojects/ADA>

Submitting Your Electronic Report

1. Go to the Graduate Internship Reports in Agricultural Education section in DigitalCommons@CalPoly: https://digitalcommons.calpoly.edu/aged_rpt/.
2. On the right-hand side menu, under *Author Corner*, click the *Submit Research* link.
3. *Create New Account*. Click on *Sign up* with a non-Cal Poly email. Follow the prompts to create an account. After your account is created, go to *Login - For other existing users*, to log in.

For current Cal Poly students and faculty, please click on the link below to log in using your My Cal Poly account.

My Cal Poly Portal

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Log in with your My Cal Poly account »

For non-Cal Poly users, please use the log-in below.

<p>Login</p> <p>For other existing users, log in to your account below.</p> <p>Email address:</p> <input type="text"/>	<p>Create new account</p> <p>You will need to create an account to complete your request. It's fast and free.</p> <p>Sign up</p> 
<p>Password:</p> <input type="password"/>	
<p><input type="checkbox"/> I'm not a robot</p> 	
<p><input type="checkbox"/> Remember me</p> <p>Login</p> <p>Forget your password?</p> <p><small>New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.</small></p>	

4. Read the Submission Instructions and the Graduate Internship Reports in Agricultural Education Contributor Agreement. Check the box at the bottom of the agreement and click *Continue*.
5. Follow the prompts and enter information about your item including:
 - Full title of your report in title case, i.e. "This is the Title of My Internship Report"
 - Your non-Cal Poly email address
 - Your full name as it appears on your report
 - Institution name should appear exactly as "California Polytechnic State University, San Luis Obispo"
 - Date, Month, and Year
 - Degree name
 - Department name
 - College name
 - Main Advisor's full name (Note: Do not include titles such as Dr., Ed.D., Ph.D, Mr., Ms., or Mrs.)
 - Main Advisor's Department
 - Main Advisor's College
 - Keywords
 - Subject categories
 - Abstract
 - Access (Note: The default is Open Access/No Embargo Required (worldwide distribution via the internet). Only select an access restriction/embargo if you and your report committee agreed on a restriction.)
6. Upload your main file by selecting *Upload a file*.
7. If you have supplementary files, place a check the *Supplementary Files* box. You will be prompted to upload your supplementary content after you click on Submit Paper. See "Supplementary Files" section for more information.
8. Click *Submit*.
9. From this screen, you can revise your submission or logout.

Supplementary Files

Supplementary files are intended to supplement the full text of the submission, such as datasets. Such files must have been approved by your advisory committee as part of your project.

1. When you submit your electronic report, if you wish to upload supplementary files be sure to place a check in the Supplementary Files box. After you click Submit, you will be prompted to upload supplemental content.
2. To upload a supplementary file, select Browse to locate and select your file.
3. Enter a brief description of the file in the Description field.
4. Click Save New File.
5. Repeat this process for each additional file you want to upload. When you are done, click Continue.

Uploading Revisions and Checking the Status of Your Item

If you need to revise your submission, log into your account. Click on the link to your report title that appears toward the bottom of the *My Account* page, under *Master's Report and Project Reports*, then select *Revise* submission in the upper left-hand corner of the screen. You can then scroll down to upload a new version of your report and/or to make any changes to your original submission.

Your submitted report will be reviewed by the Agricultural Education and Communication Department for format compliance, metadata compliance, and you will receive notification if any changes need to be made. You may check on the status of your item by logging into your account on DigitalCommons@CalPoly. The status of your paper will appear "under review" until the Agricultural Education and Communication Department has posted it to the site. Once the item is approved, the report will be posted to DigitalCommons@CalPoly. When it is posted to the site, the status will change from "under review" to "posted" and it will be publicly viewable on the web. You will receive an auto-generated message to your email account, notifying you when your paper is posted. You will not be able to make changes or edits to your submission after it has been posted (made public).

Need Help?

If you need assistance with your report requirements, DigitalCommons@CalPoly account, or submitting your report, please contact the Agricultural Education and Communication Department. If necessary, they will forward the question to the appropriate individual/unit.