

## Checklist for Completing your CSC 895 Culminating Experience Project

- Schedule Your Oral Defense
  - FIRST arrange a time for your defense with your Culminating Experience Committee members. Please submit several times and dates.
  - The main committee member will make the official request with the CS office to schedule your defense. Once a room has been found, the CS office will notify your committee on the final date, time and location who will in turn notify you.
  - Email a final draft abstract *that has been approved by your entire committee* to your main committee member along with a set of keywords describing your work and your name. This will be used to advertise your defense and prepare the cover sheet for your technical report. Your committee member will submit it to the CS office. You must submit the final approved abstract and keywords at least one week prior to your Oral Defense. The CS office staff will also type up your Statement of Completion Form (to be filed after *both* your oral defense has been completed *and* the final report has been submitted—see below).
  - Reconfirm that your GAP and Proposal for Culminating Experience Forms have been approved and are on file. **Students** are responsible for applying for graduation (no departmental approvals are needed on this form). Also, if you have received a grade of RD (formerly SP) in CSC 895, **you** should file a Change of Grade Petition with your CSC 895 instructor in order to be cleared for graduation.
  
- Submit **two** Spiral bound paper copies of your technical report, each of which should contain:
  - SFSU-CS Department Technical Report Cover Sheet
  - Signed Abstract (original in the Department copy)
  - Signed Committee Signature Sheet (original in the Department copy)
  - Copyright release form to allow use of the project report & code for future instruction/research within the CS Department (original in Department copy)
  - Complete text of report and appendices (source code optional)
  
- Submit one (or more) CD-ROM containing:
  - Electronic version of the CS Department technical report WITH the cover sheet, but WITHOUT the signature sheets. Preferred formats are MS Word, Postscript and .pdf. All appendices should be included.
  - Working version of your prototype software (with an installation README and any other documentation you have written)
  - Complete (raw) test data that is summarized in your report
  - Slides from your oral defense (optional)
  - Web page/site describing your work. . See <http://mictlan.sfsu.edu/~dachen/> or <http://unicorn.sfsu.edu/~murphy/petterson> for examples.
  - Poster Presentation (6-8 page summary of your work for presentation at the COSE Research Fair).