

## **The Senior Honors Project**

### **Final Project Submission**

John Carroll University  
Honors Program

This information sheet provides an overview of how to submit the final, approved project and the archiving options available to students. Students must submit a copy for archiving in order for the Senior Honors Project to be considered complete and thus this requirement of the Honors Program fulfilled. **Please note: Only once your Senior Honors Project has been approved by both your advisor and second reader should you submit copies to the Honors Program Office and Grasselli Library.**

Before submitting your Senior Honors Project, please review the Creative Commons copyright permission licensure and determine what form of license you will use. The most commonly used license is one that allows others to “share and remix your work under the condition that you attribute the work to the author accordingly.” The terms of this license are available at: <http://creativecommons.org/licenses/by/3.0/>, but there are other license options available to you at: <http://creativecommons.org/licenses/>.

#### **Hard Copy, Honors Program Office**

One unbound hard copy of the Senior Honors Project with **an approval page indicating your archiving preference and the Creative Commons terms of license** (see a sample online under the “Senior Honors Project” heading at <http://sites.jcu.edu/honors/pages/forms/> - the most common terms for copyright permission are used as a model), signed by the primary advisor and Honors Program reader, **must** be submitted to the Honors Program Office (AD126). The Honors Program retains hard copies of Senior Honors Projects for six years.

#### **Archived Copy, Grasselli Library**

Students are required to submit their approved Senior Honors Project to **Carroll Collected** (<http://collected.jcu.edu/>), the John Carroll institutional repository, to provide an enduring record of the work. When archiving the Senior Honors Project, students may elect one of the following options:

**Permanent Online and Open Access.** If a student does not choose to limit public access to the Senior Honors Project, it will be placed in the repository in a permanent, online and open-access location. Archiving a Senior Honors Project in this manner provides students a stable URL to use in on résumés, CVs, and elsewhere. Materials in Carroll Collected are also available to search engines like Google, enabling an audience from around the world to view the work, and future Honors Program seniors to peruse previously approved projects. The **Creative Commons** license for Carroll Collected allows others to use the work, but they must attribute the work in the manner specified by the author or licensor.

**Embargoed Archive.** A student may elect to have his or her project embargoed (i.e., not publicly available online) for twelve months with the option to extend the embargo indefinitely. Only the Director of the Honors Program and library staff may access

embargoed works. To request an embargo, the primary advisor on the Senior Honors Project should indicate the reason for embargo at the time of the student's electronic submission.

**Dark Archive.** This option maintains an archived copy of the project without it moving at any time into an open-access location. Only the Director of the Honors Program and library staff may access works in the dark archive. To request a dark archive, the primary advisor on the Senior Honors Project should indicate the reason for it at the time of the student's electronic submission.

To submit a Senior Honors Project to Carroll Collected, please provide the following materials to Mina Chercourt (216) 397-4990), Unit Leader of Database Management, Grasselli Library, on a flash drive or e-mailed to [mchercourt@jcu.edu](mailto:mchercourt@jcu.edu);

a) a **digital copy of the project** ;

b) a **scanned copy of your approval page with signatures and copyright permission information**, indicating open access, embargo, or dark archive (see a sample online under the "Senior Honors Project" heading at <http://sites.jcu.edu/honors/pages/forms/>).

Please allow a week for the Senior Honors Project to be digitized and uploaded to Carroll Collected archive (<http://collected.jcu.edu/>), after which open-access documents may be located through the Carroll Collected search option.

**Adding the Senior Honors Project to your Résumé or Curriculum Vitae**

If you have elected to make your project available online, you may include a link to it on your résumé or curriculum vitae. Even if you do not elect to make your Senior Honors Project available electronically, consider including the title in your professional materials. One way of listing your membership in the Honors Program on a résumé or CV and your Senior Honors Project is to include it under your educational background. For example:

John Carroll University

B.A., German (May 2012)

Magna cum Laude, Honors Program

Senior Honors Project: "Subject/Object: Representations of Maidservants in Fin-de-Siècle German Literature."

[revised 2 March 2018 JAH]