



## MIAP Digital Archive of Student Work

As part of MIAP's ongoing efforts to enrich the wider field of archiving and preservation, all student projects are to be collected and made accessible on the MIAP Resources Page. Certain types of assignments will be password protected and made accessible only to MIAP faculty.

Students are required to submit all of their work for each class to their professor in a digital format (.rtf is encouraged for cross-platform compatibility) via email, CD, or other available digital medium. Professors will consider issues of privacy (especially in the case of collection assessments and other sorts of projects involving proprietary information), and indicate any issues or concerns they may have regarding posting the files.

All **internship summaries** and **thesis proposals** will be kept out of public sight, to be placed in a special restricted folder that is not listed on the main page of student works.

### Electronic File Format Guidelines:

When electronic files are submitted, the file names must conform to the standard format:

**year semester\_class number\_author's last name\_assignment number.extension**

*Example: 05s\_1800\_smith\_a1.doc*

For multiple authors, the two initials of each author will be used, separated from each other by underscores. An underscore and the assignment number will follow this. Assignment numbers are determined by the order in which the assignments are given. They begin with an 'a,' followed by a number between one and ten. For assignments with multiple files, a letter can be added after the number. Thus, one could have 'a1b,' meaning that this is the second of multiple files from one student for one particular assignment.

If a student decides to withhold his or her work from being freely available online, an "\_x " can be added after the assignment number in file name.

*Example: 05s\_1800\_smith\_a1\_x.doc*