

Procedure for submitting the MSME Oral Presentation and Grade Form and processing the Culminating Experience Form

To process a student's Culminating Experience Form, the chair of the student's project committee should submit the MSME Oral Presentation and Grade Form to the ME office. This form should be submitted when the student has successfully completed his/her ME 295 B or the second term ME 299. Here is a step-by-step procedure.

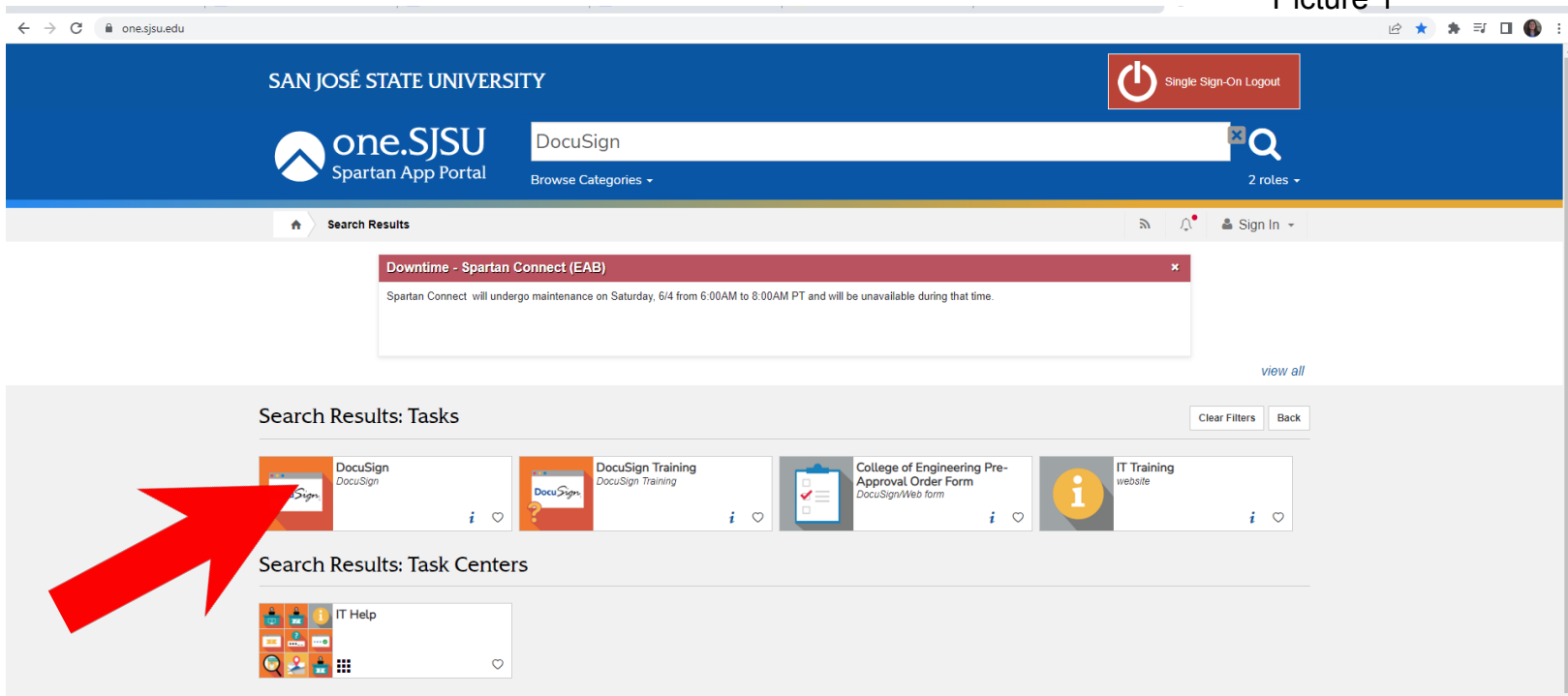
- 
- Step 1 — **One.sjsu.edu and Open DocuSign**
- You need to go to one.sjsu.edu and sign in to be able to open the DocuSign. Once you sign in, open the DocuSign, and go to Step 2.
- Step 2 — **All Templates and Open the Form**
- Once the DocuSign page is open the next step is to find the MSME template. Click on Template on the top of the page and then click on All Templates on the left side. On the search bar that says " Search All Templates" and type *MSME Oral Presentations and Grade Form* and click on USE.
- Step 3 — **Edit Recipients ***
- The Recipients page for the MSME Oral Presentation and Grade Form will open. Add the Committee Char, both Committee Members. If you are filling for ***295 A** student, **REMOVE** Dr. Agarwal from the recipients list. If you are filling for 295 B leave Lydie and Dr. Agarwal on the recipients. Then click SEND.
- Step 4 — **Review and Sign the Document**
- You will receive an email from DocuSign. You will open it and click on Review Document. Once the Document is open, fill out the form with all the student and project information, and finally you can click on sign and finish.

Step 1

1 Sign in to One.sjsu - Open DocuSign

Go to one.sjsu.edu and sign in. Search for DocuSign (Picture 1), open it, and go to Step 2.

Picture 1



Step 2

2 All Templates - Open the Form

Once the DocuSign page is open the next step is to find the MSME template. Click on Template (Picture 2) on the top of the page and then click on All Templates (Picture 3) on the left side. On the search bar that says " Search All Templates" type MSME Oral Presentations and Grade Form and click on USE (Picture 4).

Picture 2

DocuSign eSignature Home Manage Templates Reports

DocuSigned by: *Patricia Rodriguez*
00EE5F1D344EE...

Last 6 Months

0 Action Required | 0 Waiting for Others | 0 Expiring Soon | 6 Completed

Drop documents here to get started
or
START

Automate Envelope Routing
Now you can send to the right people based on predefined routing rules.
Learn More

Drawing
With drawing fields, recipients can upload or draw on images.
Learn More

Need help getting started?
Get help with basic questions.
View Our Guide

Picture 3

DocuSign eSignature Home Manage Templates Reports

TEMPLATES

- My Templates
- Shared with Me
- All Templates
- Favorites
- Deleted

FOLDERS +

SHARED FOLDERS

All Templates

Search All Templates

Name	Owner	PowerForms	Created Date	Last Change	Folders
<input type="checkbox"/> <input type="checkbox"/> R&I - FCOI Disclosure Excluded from matching	Patricia Rodriguez		7/22/2021 11:43:44 am	6/1/2022 09:41:46 am	USE
<input type="checkbox"/> <input type="checkbox"/> R&I - PI/co-PI Status Request	Patricia Rodriguez		7/15/2021 10:45:32 am	6/1/2022 09:40:03 am	USE
<input type="checkbox"/> <input type="checkbox"/> R&I - Budget Reallocation or Extension Request for RS...	Patricia Rodriguez		4/30/2021 10:17:54 am	6/1/2022 09:39:15 am	USE
<input type="checkbox"/> <input type="checkbox"/> MSME Oral Presentation and Grade Form Eligible for matching	Lydie Rashel		4/25/2020 09:05:39 pm	6/1/2022 07:59:59 am	USE
<input type="checkbox"/> <input type="checkbox"/> CPGE - Special Session Course Add Form Eligible for matching	Dimple Gowda Sadarhalli Kantha Raju		5/8/2019 02:56:36 pm	5/31/2022 11:42:30 am	USE
<input type="checkbox"/> <input type="checkbox"/> SJSU Tower Foundation Reimbursed Time Authorizatio...	Heidi Wong		6/5/2019 12:03:53 pm	5/27/2022 06:21:57 pm	USE
<input type="checkbox"/> <input type="checkbox"/> AAD - Delegation to Approve Travel	Heidi Wong		3/21/2022 08:23:57 pm	5/27/2022 06:20:20 pm	USE
<input type="checkbox"/> <input type="checkbox"/> AAD - Faculty Assignment Memo	Heidi Wong		7/13/2018 01:53:32 pm	5/27/2022 06:19:42 pm	USE

Picture 4

work - Google Drive | Copy of TA - Step by step EVC p... | Untitled document - Google Do... | Oral Presentation and Grade Fo... | DocuSign | New Tab | Templates | DocuSign

DocuSign eSignature Home Manage Templates Reports

TEMPLATES

- My Templates
- Shared with Me
- All Templates
- Favorites
- Deleted

FOLDERS +

SHARED FOLDERS

All Templates

MSME oral presentation and grade form

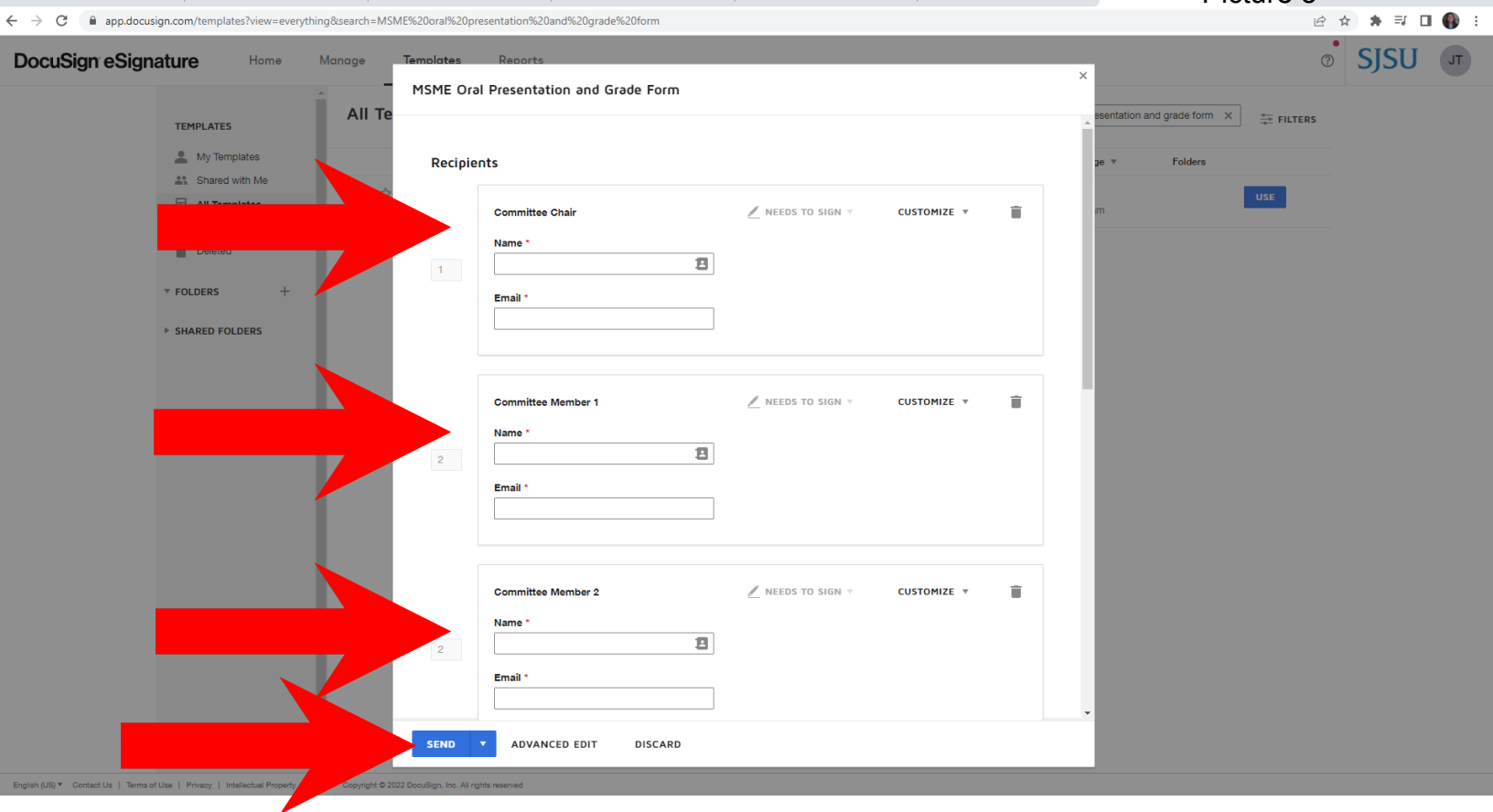
Name	Owner	PowerForms	Created Date	Last Change	Folders
<input type="checkbox"/> <input type="checkbox"/> MSME Oral Presentation and Grade Form Eligible for matching	Lydie Rashel		4/25/2020 09:05:39 pm	6/1/2022 07:59:59 am	USE

Step 3

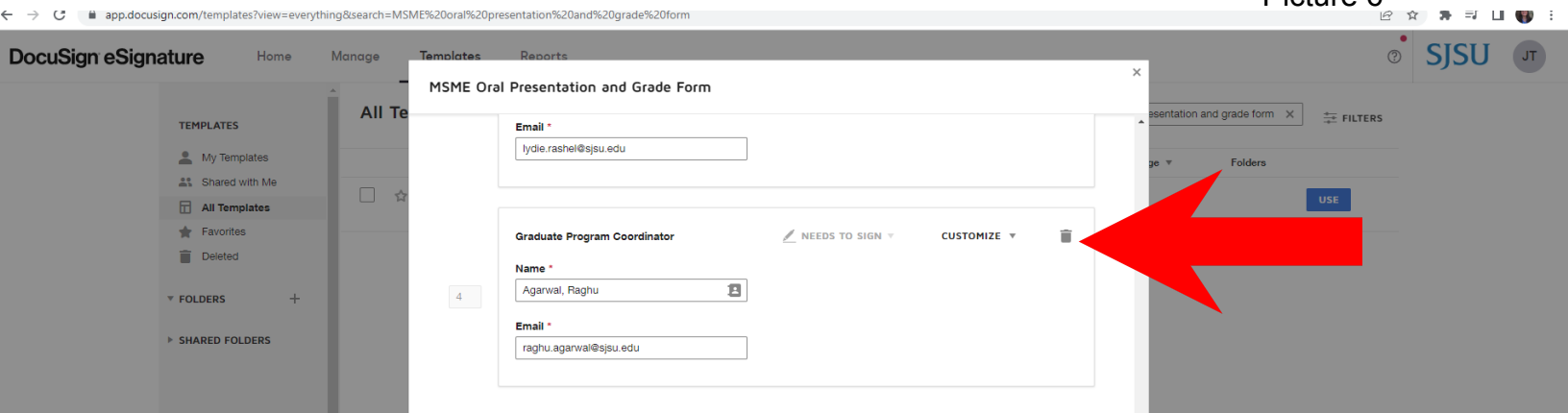
3 Edit Recipients *

The Recipients page for the MSME Oral Presentation and Grade Form will open. Add the Committee Chair, both Committee Members (Picture 5). If you are filling for *295 A student, **REMOVE** Dr. Agarwal from the recipient's list (Picture 6). If you are filling for 295 B leave Lydie and Dr. Agarwal on the recipients. Then click SEND.

Picture 5



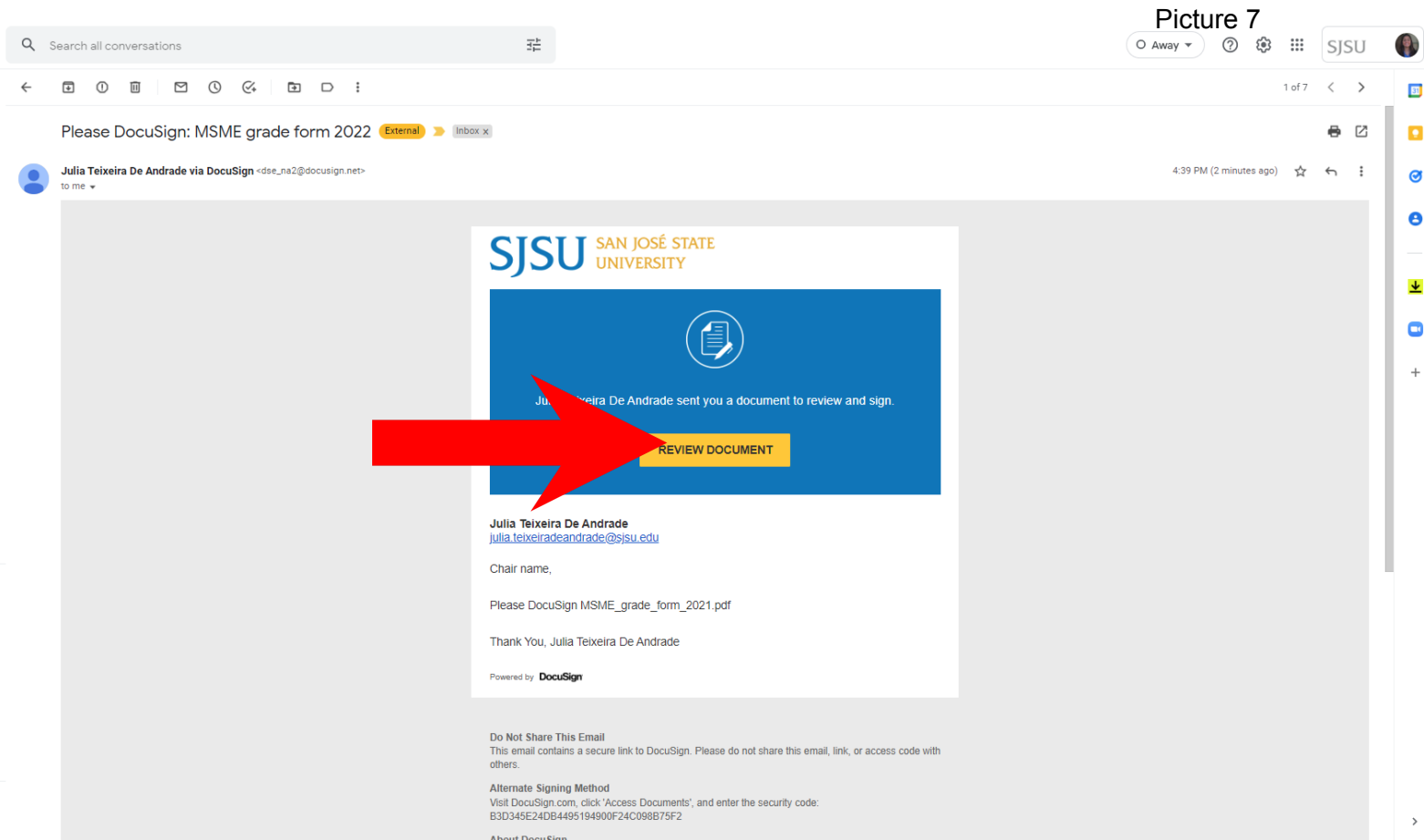
Picture 6



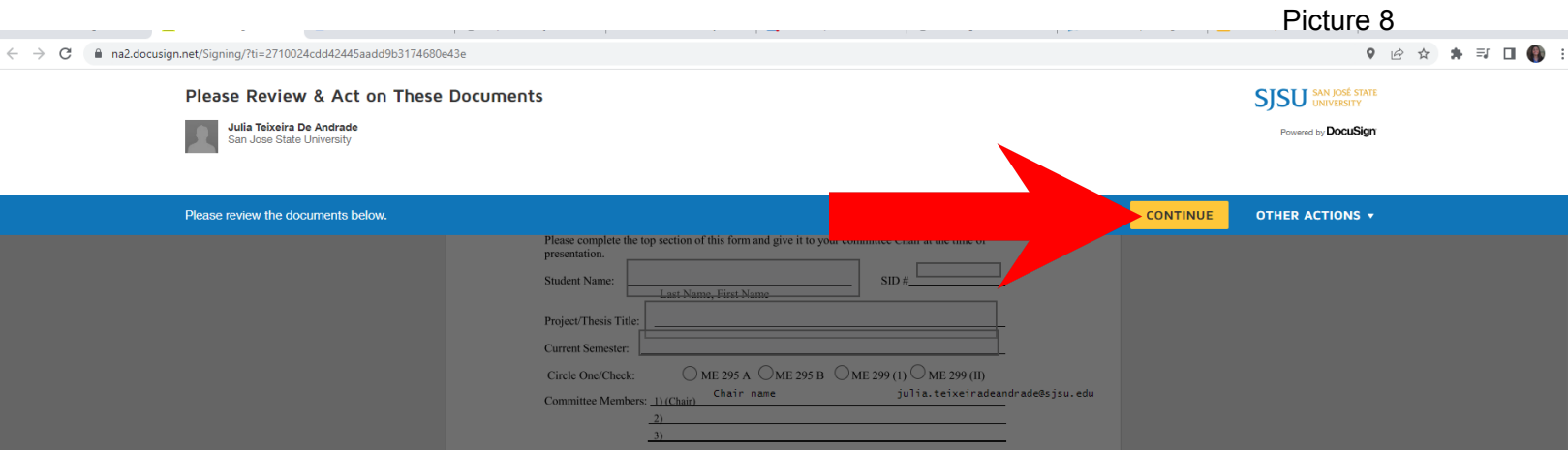
Step 4

4 Review and Sign the Document

You will receive an email from DocuSign. You will open it and click on Review Document (Picture 7). Once the Document is open (Picture 8), fill out the form with all the student and project information, and finally, you can click on sign and then on finish (Picture 9).



Picture 7



Picture 8

Enter text

FINISH

OTHER ACTIONS



Oral Presentation and Grade Form

START

Please complete the top section of this form and give it to your committee Chair at the time of presentation.

Student Name: SID #

Project/Thesis Title:

Current Semester:

Circle One/Check: ME 295 A ME 295 B ME 299 (I) ME 299 (II)

Committee Members: 1) (Chair) Chair name julia.teixeiradeandrade@sjsu.edu
2)
3)

For Committee's Action:

	Decision	Reason(s) for disapproval
Draft Report	<input type="radio"/> Approve / Disapprove <input type="radio"/>	<input type="text"/>
Presentation	<input type="radio"/> Approve / Disapprove <input type="radio"/>	<input type="text"/>

Recommended grade (Pending receipt of Approved Final Report):
Thesis: ME299 CR/NC Project: ME295A/B Letter grade
Average score from the committee (on the scale of 0 - 4):

Comments:

Final Report Approve / Disapprove Reasons for disapproval:
Date Received:

Signed by:
Committee Chair: Date: 6/1/2022
Members:

For Graduate Program Advisor's Action (2nd Semester Only):
Culminating Experience form processed on:

For Committee Chair's Action:
1) This form to be returned to the Course Instructor within one week of the student presentation & prior to the semester grade due date.
2) For the 2nd semester presentation, give a copy of this form to the Graduate advisor for processing the Culminating Experience form.

