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 Chair, 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 Lycie 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).
Step 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).
Oral Presentation and Grade Form

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

Student Name: ____________________________

Project/Thesis Title: ____________________________

Current Semester: ____________________________

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

Committee Members:  
Chair: ____________________________

For Committee’s Actions:  
- Draft Report  
  - Approve / Disapprove: ____________________________
- Presentation  
  - Approve / Disapprove: ____________________________
- Recommended grade (Pending receipt of Approved Final Report)  
  - Thesis: ME299: CR/NC ____________________________  
  - Project: ME295A/B: ____________________________
- Average Score from the committee (on the scale of 0-4): ____________________________
- Comments: ____________________________

Signed by: ____________________________

Committee Chair: ____________________________

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.