Instructions for Finalizing Your IT Masters Paper and ePortfolio (v. 5/16)

Finalizing Your Paper
1. Submit your final paper to your 1st Reader. (Word doc format)
2. Your 1st Reader will review your paper and return it to you.
3. You will make the changes and return it to your 1st Reader.
   *Steps 1 - 3 will repeat until your 1st Reader approves it.*
4. When your 1st Reader has approved your paper, it will be sent to your 2nd Reader.
5. The 2nd Reader will review your paper and provide you with suggestions for improving your work.
6. You will make the improvements and then return your paper to your 2nd Reader.
   *Steps 5 - 6 will repeat until your 2nd Reader approves it.*
7. Once your 2nd Reader has approved your paper, you will send it to your 1st Reader for final approval. When final approval has been given, you will want to PRINT THE FILE THAT WAS RETURNED TO YOU!!

Printing Your Paper *
8. Call CopyWorks at 319-266-2306 in Cedar Falls. You will discuss the financial arrangements and the process you will use to submit your paper to CopyWorks for printing.
9. It is suggested that before sending your paper to be printed, you should convert it to .pdf format so that it can’t be accidentally modified.
10. Arrange with CopyWorks (or where ever you print your paper) to deliver the printed copies to the UNI Fieldhouse on 19th St.

Format for Printing Your Paper
The actual format for publishing your paper is dictated by the University.

*Paper:* 25% cotton thesis bond (Ask your printer about this.)
*Cover:* Maroon or Dark Blue vinyl cover (Front and Back)
*Binding:* Spiral Plastic Binding

How Many to Print:
Your final paper will be signed by your 1st Reader, 2nd Reader and the Department Head. How many copies you need to print depends upon your readers’ requests and your personal preferences. (A minimum of 1 copy needs to be printed for submission.):

- **Submission Copy** (Required) Your 1st Reader, 2nd Reader and the Department Head will sign this copy. This copy will be submitted to the COE IRTS library.
- **Personal Copy** (Optional) You may want a signed copy of your hard work.
- **Other Copies** You may also want to print copies for family and colleagues.
- Please ensure that your 1st and 2nd readers have digital copies of your finalized paper.

All copies submitted will be signed by your 1st Reader, 2nd Reader and Department Head. They will then be sent back to you through US Mail.

Good luck on your writing. Contact your 1st Reader or Advisor if you have any questions.
• We are suggesting that you use *CopyWorks* because of its convenience. You can print your paper through any print shop or through your own printer. No matter how you decide to print your paper, all final copies must be delivered to SEC 618 so that they may be signed and submitted for final approval.

**Finalizing Your ePortfolio**

Your online portfolio can be created using your preference of online medium as along as it contains all of the content defined in ePortfolio directions and the ePortfolio rubric. You can use the portfolio template supplied by the IT division or you can create your own portfolio using an on-computer/online web-authoring tool (e.g., DreamWeaver, Wix, Weebly) or another web tool that you prefer.

1. Submit the link to your portfolio to your Portfolio Reviewer through email. Please place “IT Masters ePortfolio” in the subject line.
2. Your Portfolio Reviewer will review your portfolio and return it to you with suggestions for improving it.
3. You will make the changes and return your link to your Portfolio Reviewer.  
   *Steps 1 - 3 will repeat until your 1st Reader approves it.*
4. Once your Portfolio Reviewer has approved your ePortfolio, you are done. There is NO 2nd Reviewer.