

Submitting MSME Project/Thesis Proposal Via DocuSign



Two Phases to be Completed



PHASE 1

Submit your Project/Thesis Proposal Evaluation to your Committee members.



PHASE 2

Submit your Proposal Title Cover sheet with your **APPROVED** Candidacy form, **SIGNED** proposal evaluation, and your proposal

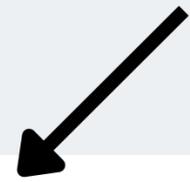


Log into one.sjsu.edu.
Type "docusign" in the search bar.
Click on the tile "DocuSign"

The screenshot shows the one.SJSU Spartan App Portal interface. At the top, it says "SAN JOSÉ STATE UNIVERSITY" and "one.SJSU Spartan App Portal". A search bar contains the text "docusign". Below the search bar, the results are titled "Search Results: 'docusign'". There are filters for "Roles: Staff Student (change)". Under the "Tasks" section, three tiles are displayed: "DocuSign", "DocuSign Training", and "College of Engineering Pre-Approval Order Form". A red arrow points to the "DocuSign" tile.



1) Click on Templates



DocuSign eSignature

Home Manage **Templates** Reports

Last 6 Months

Signed by:
Create Your Signature
7CDF53478339484...

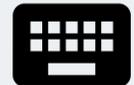
0 Action Required | 0 Waiting for Others | 0 Expiring Soon | 0 Completed

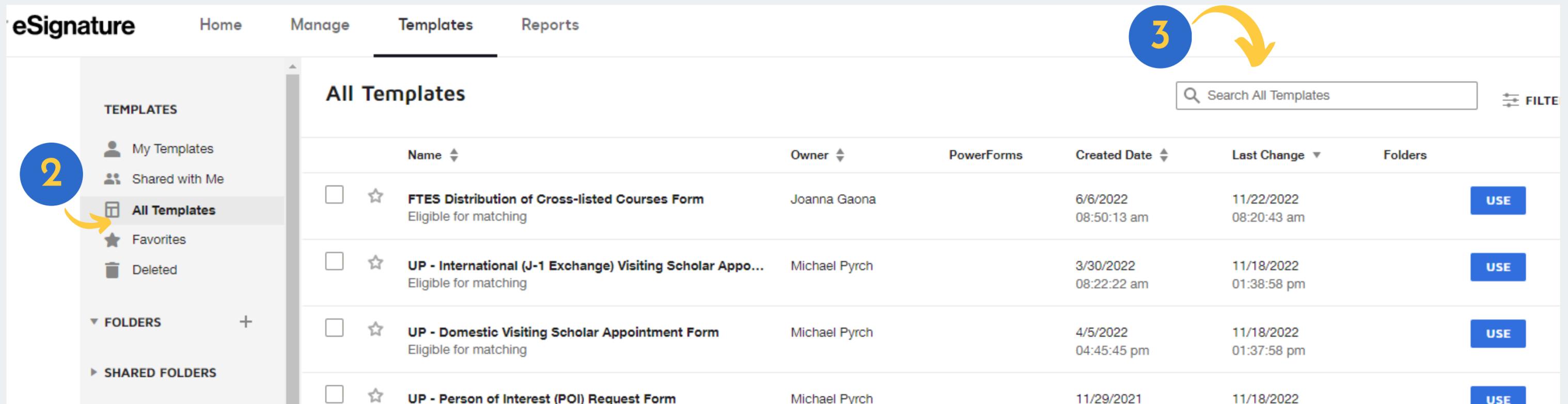
Drop documents here to get started

or

START ▾



- 2) Click on "All Templates" 
- 3) Click on "Search All Templates" 



eSignature Home Manage **Templates** Reports

TEMPLATES

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

FOLDERS +

SHARED FOLDERS

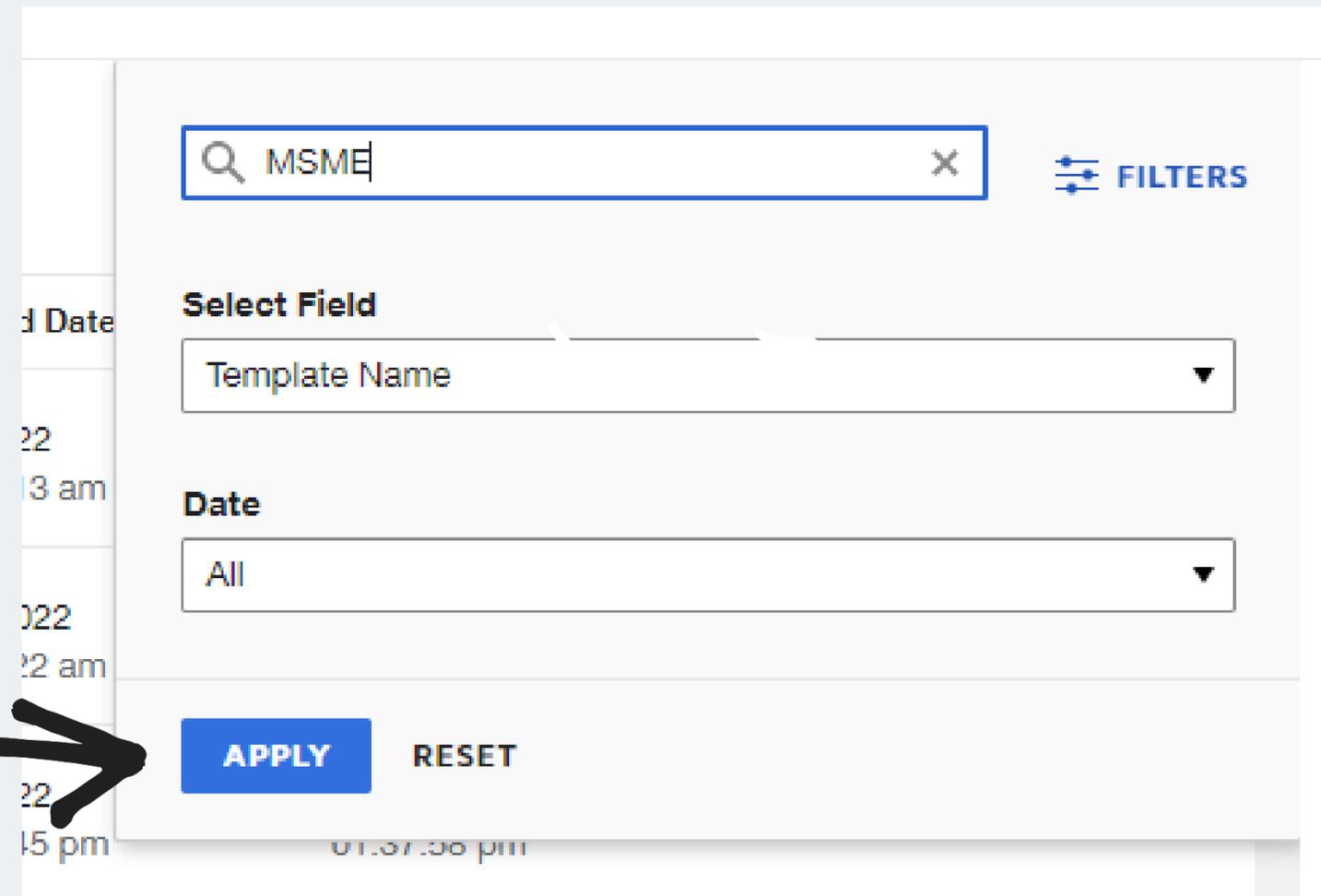
All Templates

Search All Templates FILTER

Name	Owner	PowerForms	Created Date	Last Change	Folders
<input type="checkbox"/> FTES Distribution of Cross-listed Courses Form Eligible for matching	Joanna Gaona		6/6/2022 08:50:13 am	11/22/2022 08:20:43 am	USE
<input type="checkbox"/> UP - International (J-1 Exchange) Visiting Scholar Appo... Eligible for matching	Michael Pyrch		3/30/2022 08:22:22 am	11/18/2022 01:38:58 pm	USE
<input type="checkbox"/> UP - Domestic Visiting Scholar Appointment Form Eligible for matching	Michael Pyrch		4/5/2022 04:45:45 pm	11/18/2022 01:37:58 pm	USE
<input type="checkbox"/> UP - Person of Interest (POI) Request Form	Michael Pyrch		11/29/2021	11/18/2022	USE



4) Type MSME and click on Apply



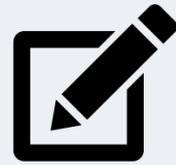
The screenshot shows a search filter interface. At the top, there is a search bar with the text "MSME" and a clear button (X). To the right of the search bar is a "FILTERS" button with a filter icon. Below the search bar, there are two dropdown menus. The first is labeled "Select Field" and has "Template Name" selected. The second is labeled "Date" and has "All" selected. At the bottom of the filter panel, there are two buttons: "APPLY" (highlighted in blue) and "RESET". A large black arrow points from the left towards the "APPLY" button. The background of the screenshot shows a partial view of a table with columns for "Date" and "Time".



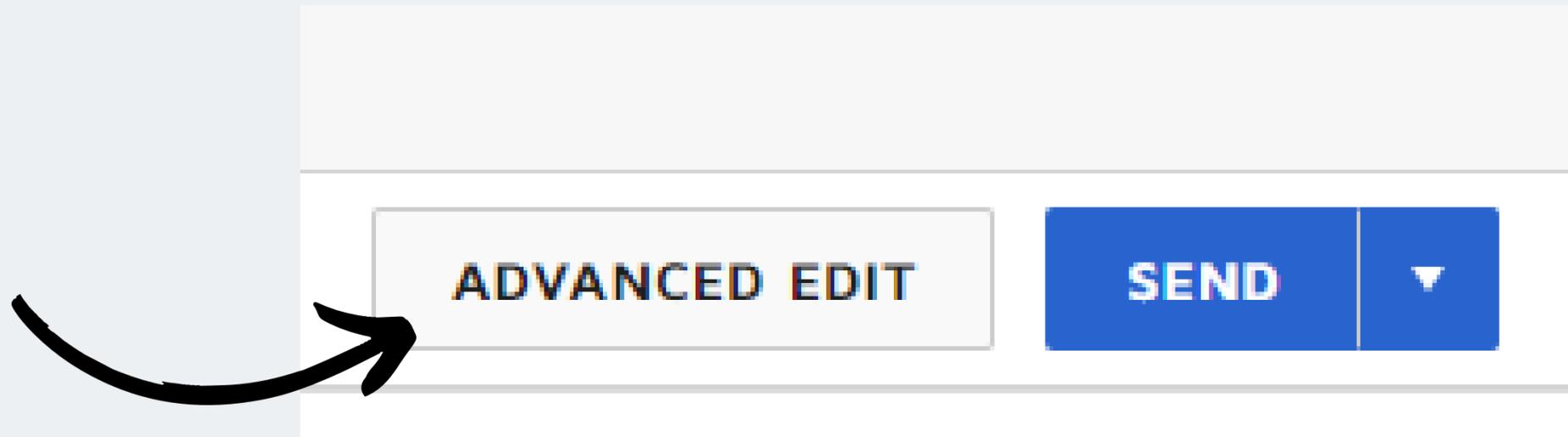
5) Select MSME Project/Thesis proposal evaluation form and click on 'USE'

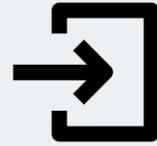
	Name	Owner	PowerForms	Created Date	Last Change	Folders
<input type="checkbox"/>	★ MSME Oral Presentation and Grade Form Eligible for matching	Lydie Rashel		4/25/2020 09:05:39 pm	11/17/2022 11:55:58 pm	USE
<input checked="" type="checkbox"/>	★ MSME Project/Thesis Proposal Evaluation Form-Revise... Eligible for matching	Lydie Rashel		10/16/2019 05:14:57 pm	2/10/2022 10:40:30 am	USE
<input type="checkbox"/>	★ MSME_Project/Thesis Proposal_Coversheet Eligible for matching	Lydie Rashel		10/20/2019 04:23:58 pm	8/11/2021 11:44:34 am	USE
<input type="checkbox"/>	★ MSME_Project_Consultation Records Eligible for matching	Lydie Rashel		10/7/2020 12:05:18 pm	12/2/2020 12:28:00 pm	USE





Click on Advanced Edit





6) Enter the name/email of your committee members.

Add recipients

Set signing order [View](#)

1

Student

NEEDS TO SIGN CUSTOMIZE

Name *

Email *

2

Committee Chair

NEEDS TO SIGN CUSTOMIZE

Name *

Email *



 Note that when you scroll down, you have an option to send a custom message to each committee member.

Add message

 Custom email and language for each recipient **1** Check the box for "Custom email and language for each recipient"

To: Student

Email Language *

English (US)

Email Subject *

Please DocuSign: [[Student_UserName]]_MSME Project-Thesis Proposal Evaluation Form

Characters remaining: 17

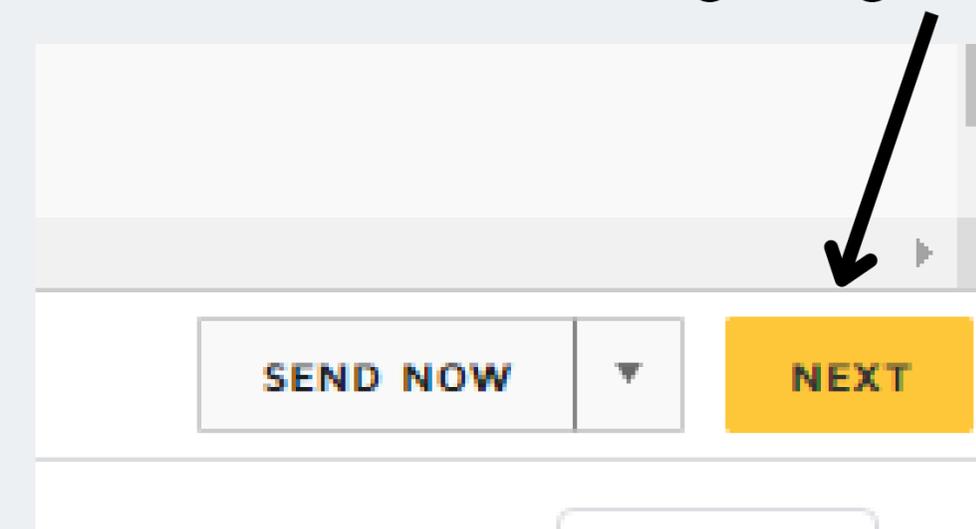
2 Create an unique Email Subject and Message for your committee members.

Email Message

Attention Committee Members. Please make sure to mark the boxes in the column before signing.

Characters remaining: 9907

7) Click "Next" to move onto the document editing stage



SEND NOW

NEXT



MSME Project/Thesis Proposal Evaluation

San Jose State University Department of Mechanical Engineering

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Title: <input type="text" value="Text"/>	<input type="checkbox"/> Project <input type="checkbox"/> Thesis
Student Name: <input type="text" value="Full Name"/>	SJSU ID: <input type="text" value="Text"/>

Evaluators	Signature	Date
Committee Chair: <input type="text" value="Full Name"/>	<input type="button" value="Sign ↓"/>	<input type="text" value="Date Signed"/>
Committee Member 1: <input type="text" value="Full Name"/>	<input type="button" value="Sign ↓"/>	<input type="text" value="Date Signed"/>
Committee Member 2: <input type="text" value="Full Name"/>	<input type="button" value="Sign ↓"/>	<input type="text" value="Date Signed"/>

9

<input type="button" value="ATTACH PROJECT/THESIS PROPOSAL HERE:"/> <input type="button" value="↓"/>	Committee Chair			Committee Member 1			Committee Member 2				
	table	able w/	ement	ptable	table	able w/	ement	ptable	table	able w/	ement
Criterion											

8) Fill out all that is highlighted in your assigned color.

For this example, in this DocuSign, the student's color is yellow.

9) Attach your "Project/Thesis Proposal." To do so, you need to hit "Send." This will prompt DocuSign to activate the upload button.

10) Click "Send" .
Your committee members will receive it simultaneously.



-  Once all your committee members have signed your proposal, you will receive a copy of the file.

 Download and Save the File.

-  You are ready for the Phase 2.



PHASE 2

Submit your Proposal Title Cover sheet with
your **APPROVED** Candidacy form,
SIGNED proposal evaluation,
and your proposal.



1) Submit your signed proposal for approval to your Committee Chair, the Graduate Advisor & the Department Chair

2) Follow the same DocuSign instructions and repeat the steps from Slide 4 to 6:

➤ Go to One.SJSU.edu → DocuSign → Select Templates → Select ALL Templates → Type "MSME" → Select "MSME Project/ Thesis Cover Sheet"

	Name	Owner	PowerForms	Created Date	Last Change	Folders
<input type="checkbox"/>	★ MSME Oral Presentation and Grade Form (Faculty use O... Eligible for matching	Lydie Rashel		4/25/2020 09:05:39 pm	12/2/2022 10:13:48 am	USE
<input type="checkbox"/>	★ MSME Project/Thesis Proposal Evaluation Form-Revise... Eligible for matching	Lydie Rashel		10/16/2019 05:14:57 pm	2/10/2022 10:40:30 am	USE
<input checked="" type="checkbox"/>	★ MSME_Project/Thesis Proposal_Coversheet Eligible for matching	Lydie Rashel		10/20/2019 04:23:58 pm	8/11/2021 11:44:34 am	USE
<input type="checkbox"/>	★ MSME_Project_Consultation Records Eligible for matching	Lydie Rashel		10/7/2020 12:05:18 pm	12/2/2020 12:28:00 pm	USE

2



Set signing order [View](#)

1 **Student** NEEDS TO SIGN CUSTOMIZE

Name *

Email *

2 **Committee Chair** NEEDS TO SIGN CUSTOMIZE

Name *

Email *

3 **Graduate Advisor** NEEDS TO SIGN CUSTOMIZE

Name *

Agarwal, Raghu

Email *

raghu.agarwal@sjsu.edu

4 **Department Chair** NEEDS TO SIGN CUSTOMIZE

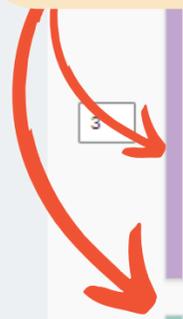
Name *

Vimal Viswanathan

Email *

vimal.viswanathan@sjsu.edu

prefilled



3) Click on Advanced Edit

4) Fill out your name, email and your committee chair's name.

- Dr. Agarwal's and Dr. Viswanathan's sections are prefilled.
- Each member will receive your proposal, in the order of signature.

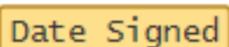


Thesis/Project Proposal:

Attach a project proposal. Include a description of the current state of your topic, how you will advance that state, what you plan to produce or deliver to justify your effort and a schedule for your work. The objective and the procedure for achieving the objecting must be clear and clearly stated.

Estimated Graduation Date:

Student Signature:  _____

Date:  _____

Approved:

Committee Chair:  _____

Date:  _____

Graduate Coordinator:  _____

Date:  _____

Department Chair:  _____

Date:  _____

5

GPA:

ATTACH .
 1. Approved Candidacy Form
 2. Signed Project/Thesis Proposal Evaluation forms
 3. The Proposal
 Note: To activate the attachment button you need to click on the "Send" button (Top right corner), this will prompt DocuSign to send you back the form . Click "Sign Now" and upload your forms.

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5) Enter your GPA .

- 6) Attach the following documents in the proper order:
1. APPROVED Candidacy Form
 2. Signed Project/Thesis Proposal Evaluation Forms
 3. The Proposal

Note: To activate the attachment button you need to click on the "Send" button (Top right or left corner), this will prompt DocuSign to send you back the form. Click "Sign Now" and upload your forms. Once signed and approved by the ME Department office, your committee chair will issue you an add code for ME 295A/ First Term ME 299





Any Questions ?

Contact Lydie Rashel

Office: ENG310

lydie.rashel@sjsu.edu

408-924-3852

