

# STUDENT COPYRIGHT CHECKLIST

(for students to complete and advisors to verify)

- 1) Does your solution to the competitive event integrate any music?  YES  NO

If NO, go to question 2.

If YES, is the music copyrighted?  YES  NO

If YES, move to question 1A. If NO, move to question 1B.

- 1A) Have you asked for author permission to use the music in your solution and included that permission (letter/form) in your documentation? If YES, move to question 2. If NO, ask for permission (OR use royalty free/your own original music) and if permission is granted, include the permission in your documentation.
- 1B) Is the music royalty free, or did you create the music yourself? If YES, cite the royalty free music OR your original music properly in your documentation.

CHAPTER ADVISOR: Sign below if your student has integrated any music into his/her competitive event solution.

I, \_\_\_\_\_ (chapter advisor), have checked my student's solution and confirm that the use of music is done so with proper permission and is cited correctly in the student's documentation.

- 2) Does your solution to the competitive event integrate any graphics?  YES  NO

If NO, go to question 3.

If YES, is the graphic copyrighted, registered and/or trademarked?  YES  NO

If YES, move to question 2A. If NO, move to question 2B.

- 2A) Have you asked for author permission to use the graphic in your solution and included that permission (letter/form) in your documentation? If YES, move to question 3. If NO, ask for permission (OR use royalty free/your own original graphic) and if permission is granted, include the permission in your documentation.
- 2B) Is the graphic royalty free, or did you create your own graphic? If YES, cite the royalty free graphic OR your own original graphic properly in your documentation.

CHAPTER ADVISOR: Sign below if your student has integrated any graphics into his/her competitive event solution.

I, \_\_\_\_\_ (chapter advisor), have checked my student's solution and confirm that the use of graphics is done so with proper permission and is cited correctly in the student's documentation.

- 3) Does your solution to the competitive event use another's thoughts or research?  YES  NO

If NO, this is the end of the checklist.

If YES, have you properly cited other's thoughts or research in your documentation? If YES, this is the end of the checklist.

If NO, properly cite the thoughts/research of others in your documentation.

CHAPTER ADVISOR: Sign below if your student has integrated any thoughts/research of others into his/her competitive event solution.

I, \_\_\_\_\_ (chapter advisor), have checked my student's solution and confirm that the use of the thoughts/research of others is done so with proper permission and is cited correctly in the student's documentation.

## TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK LOG

Date	Task	Time involved	Team member responsible (student initials)	Comments
March 1st, 2021 - March 22nd, 2021 <b>1.</b>	Preliminary Research & Brainstorming	3 weeks	JS, JS, KC, AB, CS, SD	To give a fresh start to the project, our team conducted research about medical telecommunications to further undersatnd the theme/topic. We also brainstormed different elements (services, values, etc.) about our company that we wanted to include in the website.
March 24th, 2021 - April 7th, 2021 <b>2.</b>	Planning & Outlining	2 weeks	JS, JS, KC, AB, CS, SD	After completing preliminary work, we took a couple weeks to specifically outline the content/elements of our website. The team did this by creating a bulleted list of every element of the website. This was done to make content-writing and designing organized and efficient.
April 9th, 2021 - April 30th, 2021 <b>3.</b>	Content Writing	3 weeks	JS, JS, CS, AB, SD	This step of the process envelops all of the writing and editing of content for the website. More progress was concentrated during ceratin times, but the entire content-writing process was stretched out over the three-week period.
April 12th, 2021 - May 4th, 2021 <b>4.</b>	Website & Graphics Design	3 weeks	KC, CS, SD	This was another long step in the process. Over the 3-week period, the three members worked on creating a visual layout of the website and creating illustrations.
April 15th, 2021 - May 7th, 2021 <b>5.</b>	Website Development/Coding	3 weeks	JS, AB	Coding began in April and lasted into May. As the layout of the website was completed by the team's designers, the developers took the visual layout and replicated it - just with code. They also pasted content from the team's master content document straight into the website's code.
May 10th, 2021 - May 14th, 2021 <b>6.</b>	Final Review	5 days	JS, JS, KC, AB, CS, SD	Although content, graphics, and code were constantly being reviewed throughout the entire process, the team took the final week to thoroughly read every piece of content and look at every element of the website on different devices and browsers and correct any mistakes found.

Advisor signature \_\_\_\_\_

