


2015

# Experiential Language Learning: A Short-Term Study Abroad Program to Quetzaltenango, Guatemala for Canton High School

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## Recommended Citation

Traub, Michelle, "Experiential Language Learning: A Short-Term Study Abroad Program to Quetzaltenango, Guatemala for Canton High School" (2015). *Capstone Collection*. 2742.  
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1. **Do I have to post my abstract?** YES, submitting your capstone abstract is required
2. **Do I have to submit my full text Capstone?** NO, you are only required to submit the abstract.
3. **If I post my abstract and decide later I want to post the full text, can I?** Yes, simply email [digitalcollections@sit.edu](mailto:digitalcollections@sit.edu) and we will handle updating your submission for you.
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UPDATED 12/18/15

## Instructions for submitting FULL TEXT Capstone paper

(The submission of the full text is OPTIONAL, though strongly encouraged. If you are choosing to submit ONLY your abstract, please see instructions below.)

1. Go to <http://digitalcollections.sit.edu/>
2. Click on “SIT Graduate Institute” and then “Capstone Collection.”  
(Make sure you use the Capstone Collection and *not* your individual degree program collection.)
3. In the left hand column, under “Author Corner”, click on the link to “Submit Research.”
4. You will need to create an account.

The screenshot shows the 'SIT Digital Collections' website header with navigation links: HOME, ABOUT, FAQ, MY ACCOUNT, and SIT Home. Below the header, there are two main sections: 'Login' and 'Create new account'. The 'Create new account' section contains a form with the following fields: Email address\*, First/Given Name\*, Middle Initial, Last/Family Name\*, Suffix, Institutional Affiliation (with a dropdown menu), Password\*, and Re-enter Password\*. A red arrow points from the 'Create new account' link to the form, and another red arrow points to the 'Institutional Affiliation' dropdown menu.

(When choosing an Institutional Affiliation choose *SIT Graduate Institute - Study Abroad*.)

5. After you create an account you will be sent an email with a link. The link will bring you to a page with submission guidelines. You will need to agree to the terms and click continue.
6. You will be brought to a submission form. Please fill out the form in its entirety. All fields in red are required

The screenshot shows the 'CAPSTONE COLLECTION' submission form. The form is titled 'CAPSTONE COLLECTION' and includes the following fields: Title (required), Authors (required), and Degree Type. The Title and Authors fields are highlighted in red, indicating they are required. The form also includes a search bar for authors and a 'Submit' button.

7. When you get to the “**Upload File**” section, **attach** the full-text document and click **Submit**

We’ll send you and email and let you know when it has been added to the collection. If you have any questions, you can contact [digitalcollections@sit.edu](mailto:digitalcollections@sit.edu).

### Directions to submit *only* the abstract (required):

1. To begin, follow steps 1-6 from the above instruction.

(Be sure to copy/paste your capstone abstract in the “Abstract” section of the submission form)

**Abstract**

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Paste or type your abstract:

**B** *I* | | | | HTML

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- When you get to the “**Upload File**” section, you have to click on the “Upload file from your computer” option, but you **do not** attach your document. Then click “**Submit**”

**REQUIRED Upload File**

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Upload file from your computer  
 Import file from remote site  
 Link out to file on remote site

Please upload the full text of your submission:

Browse. No file selected.

**Additional Files**

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Please check this if you'd like to add additional files

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This may take a while. Please only click once.

(**NOTE:** The system requires this “Upload file from your computer” button to be selected before you can make your submission, but you **do not** attach the file)