

## SCAI Project Portfolio Instructions

All students in the non-thesis degree program must complete a project portfolio. The portfolio is a compilation of two reports on two course projects finished in two Computer Science programs or the MS in RAS (AI) program courses. Students must write a portfolio report that includes the highlights of the two projects.

### How to select a project for inclusion in the portfolio

- All CSE 500-level regular courses (no 400-level courses) are eligible for the portfolio if project work makes up at least 30% of the final grade. At the course instructor's discretion, this may consist of one or multiple projects, or a combination of project and self-study work.
- The student must have received a final grade of "B" or better in the course. Courses with a "Y" grade cannot be used for the portfolio.
- Students in the Cybersecurity or Big Data concentrations and RAS (AI) should have significant content from those areas included in the portfolio. At least 1 out of the 2 projects must be from the required concentration and/or concentration elective courses.

### How to prepare the portfolio

The student must complete the Computer Science/RAS (AI) Portfolio Cover Sheet and submit it with the portfolio. **Portfolios that do not follow the guidelines will not be accepted.**

- The final portfolio should have three sections: one summary page for the entire portfolio and one report per course project selected (2 total report sections).
- The portfolio must be typewritten and should be a minimum of 7 complete pages in length (three full pages per report plus one full page for the summary). A project report that is 2 and a half pages is not acceptable.
- Do not submit the original project; the report is meant to capture the project highlights and significant points of the original project.
  - Exceptions to this for pre-approved projects are noted in the FAQ from specific courses with specific instructors. No other exceptions will be made.

### Plan Ahead

- Effective Spring 2020, students will need to submit the required report for the class within two weeks of grades being due. Students need to work directly with the course instructor for any exceptions (i.e. a student changing from thesis to non-thesis).
- **Do not wait until your final semester to take a course you plan on using. It makes it very difficult to meet the deadline if you have not completed the course.**

### **What is needed in a portfolio report**

In putting together your project portfolio, you cannot use the original project itself, unless directly specified by the course instructor. For each of the two courses selected, you will write a report on the project that includes:

- (1) An introduction to the project
- (2) An explanation of the solution
- (3) A description of the results.
- (4) Each report should have:
  - a. An explanation of your contributions to the project
    - i. For an individual project, indicate that it was your solo project.
    - ii. For a group project, including your role and a list of team members who worked on the project.
  - b. An explanation of what new skills, techniques, or knowledge you acquired from the project.
- (5) A reference section with at least 4 references and citations to those references inside the text. Use the [IEEE citation guidelines](#).

### **Formatting:**

- Students should choose a format style that they are familiar with, such as IEEE or ACM. It is very important that the same format be used throughout the portfolio.
- Each report **must** include sources/references and these references must be properly cited within the report.
- Overuse of bullet points and enumerations that decrease the amount of content needed to meet the page minimum will not be accepted.
- The report should not have any grammatical or typographical errors. Use spell check and grammar check software.
- Large margins or text size that have been increased to meet the length requirement are also not acceptable. If your report is not submitted according to the stated specifications, you will be asked to re-write it.

### **Submitting the portfolio**

1. You will be added to the Canvas course in your last semester after applying for graduation.
2. Fill out the Portfolio Cover Sheet. Portfolios submitted with incomplete cover sheets will not be accepted.
  - a. A signature from the faculty is only required if the course was completed prior to Spring 2020 (on campus). If approval was granted via email, the email(s) must be submitted with the cover sheet.

- b. **Effective Spring 2020**, all CSE courses taken in Spring 2020 and onwards, an approval list from the instructor's course will be provided to the advising office, so it is not necessary to submit documentation of instructor approval.
      - i. This includes all online MCS students, even for courses completed before Spring 2020. The list of approved reports has been sent to the advising office.
  3. The summary page and the two project reports must be submitted electronically to the Project Portfolio Canvas course. The submission will be checked using anti-plagiarism software.
  4. Upload a copy of your unofficial transcript to the Project Portfolio Canvas course. This will be used to verify that a "B" or better grade was earned in the portfolio courses and the required core area courses.
  5. Complete the Employment Information Survey.
  6. We do not recommend using courses you are enrolled in during your final semester at ASU. However, if you choose to do so, and the grade for a course is not available by the time the portfolio is submitted, that should be noted, and the portfolio will be evaluated when the grade is available. You will also need to work with your course instructor to obtain the necessary approval by the degree conferral date.

#### **Final approval of the portfolio**

Your portfolio will be reviewed by the Program Chair. If Program Chair is satisfied with the student's project portfolio, the graduate advisors will enter the results in the student's official record (iPOS). The results will be reflected on your iPOS. **A passing grade of the portfolio in canvas does not mean your degree has been issued. The final degree conferral by the university will be indicated on MyASU.**

#### **Deadline to submit the portfolio**

Students must submit the portfolio by the deadlines below. Please note that these deadlines are for the term of graduation.

Semester of Graduation	Deadline (by 5 pm)
Fall	November 15
Spring	April 15
Summer	July 15

Students who complete their degree requirements and submit the portfolio by the end of Session A can request a "Session A" conferral for Fall and Spring semesters. Please contact your academic advisor before the deadline to apply to graduate if you are interested in this option.

### **Frequently Asked Questions (General)**

1. **How and when will I know that my portfolio is approved?** The results will be reflected on your iPOS.
2. **Will I be contacted if my portfolio is not approved?** Yes.
3. **I will not be able to submit my portfolio before the deadline. Can I still graduate?** The portfolio deadline is set so the Advising Staff and the Program Chair have enough time to review and process your portfolio so you can graduate during your anticipated term. Understand that there may be over 300 portfolios that need to be processed each term, so it is essential to adhere to the deadline. We will accept portfolios after the deadline, but any portfolios submitted after the deadline run the risk of not being processed in time for graduation. HOWEVER, we are going to do our ABSOLUTE BEST to help you graduate as planned. If you miss the deadline, submit the portfolio as close to the deadline as possible and document the reason(s) for missing the deadline.

### **Frequently Asked Questions (online students and on-campus courses taken Spring 2020 and later)**

1. **Am I required to submit the portfolio cover sheet?** Yes. All students must submit a completed cover sheet to indicate which courses you are using for your portfolio and the instructor of the course. Portfolios submitted with incomplete cover sheets will not be accepted.
2. **Am I required to submit faculty approval for my portfolio reports?** No. If you submitted the report on your project during the course and approved, that approval has been sent to the advising office.
3. **I am currently enrolled in a course I am using for my portfolio. What do I need to know?** You need to submit the portfolio as close to the deadline as possible. We will hold your portfolio until grades are posted and verify that you receive a grade of "B" or better in the course. You will need to work with your course instructor to obtain the necessary approval by the degree conferral date.

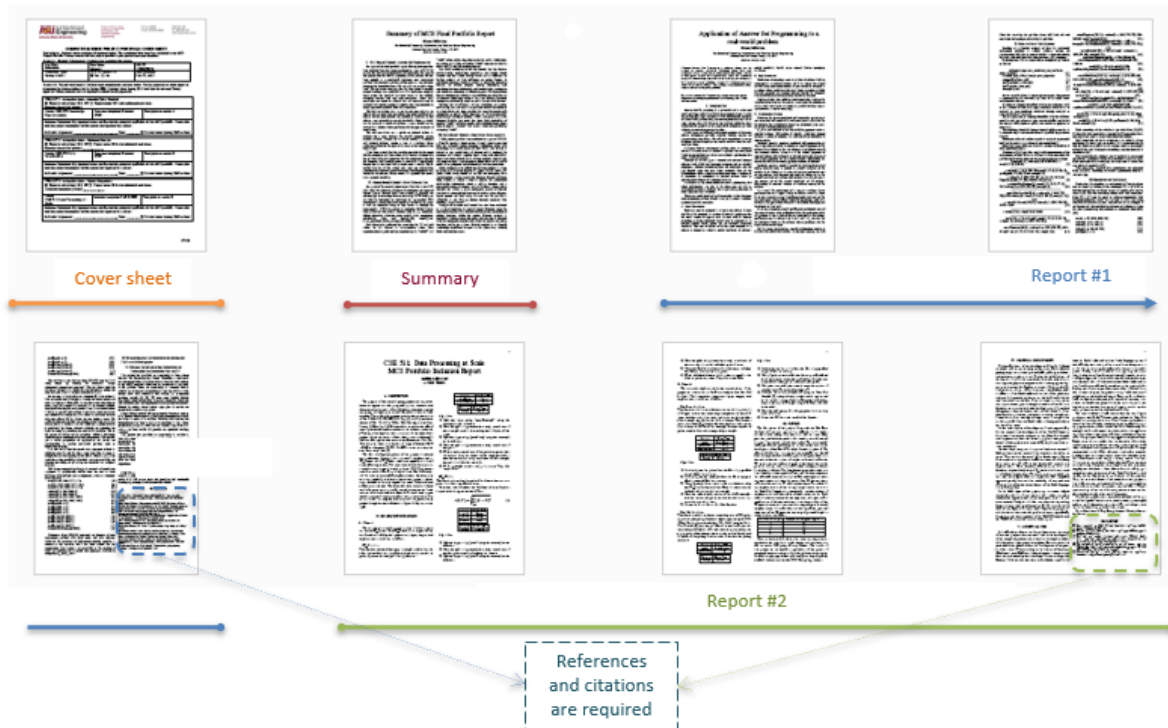
### **Frequently Asked Questions (courses taken prior to Spring 2020)**

1. **Can I turn in more than one cover sheet?** Yes. We understand it may be challenging to have all faculty sign one cover sheet, which is acceptable, but they must be submitted as one attachment.
2. **What do I do if a faculty is not responding to my email requests to review my portfolio?** Please give a faculty member at least three weeks to review your portfolio. If you have not heard back, you may send a follow-up email and/or visit during their posted office hours. Document all attempts at communication. If the deadline for the portfolio submission approaches and you have

not heard back from the faculty, please submit the portfolio along with ALL documented communication attempts.

3. **Is email approval from a faculty member acceptable?** Yes. The email approval(s) must be submitted with the cover sheet as one attachment.
4. **What do I do if the faculty member of my portfolio course has left ASU?** You may attempt to contact the professor. If you are having difficulties, notify your assigned advisor immediately.
5. **I am using CSE 545 and/or CSE 543, taught by Dr. Yau, in my portfolio. What is the procedure for these courses?** Please submit a copy of the report as the portfolio submission. This may match the previously submitted report, but this will not be a problem. You are not required to obtain Dr. Yau's signature on the cover sheet.
6. **I am using CSE 548 and/or CSE 546 in my portfolio, which I took from Dr. Huang. Do I need a signature?** You are not required to obtain Dr. Huang's signature on the cover sheet. The advising office has been given a list of students with approved portfolio projects.
7. **I am using CSE 546 in my portfolio, which I took from Dr. Zhao. Do I need a signature?** You are not required to obtain Dr. Zhao's signature on the cover sheet. The advising office has been given a list of students with approved portfolio projects.
8. **I am currently enrolled in a course I am using for my portfolio. What do I need to know?** You need to submit the portfolio as close to the deadline as possible. We will hold your portfolio until grades are posted and verify that you receive a grade of "B" or better in the course.

## Sample Portfolio



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