

## Instructions for the MS RAS (Electrical Engineering) Portfolio

The purpose of the portfolio is to demonstrate a high level of mastery of the MS Robotics and Autonomous Systems (Electrical Engineering) concentration through a compilation of work that you have completed through the course of your graduate study. All portfolios must describe three notable projects -- academic accomplishments that you have completed through your course graduate study that illustrate the evolution and advancement of your technical expertise and mastery in robotics.

The portfolio is a professional document that written in APA or MLA style, and will be reviewed and evaluated both for technical content and the quality of writing and presentation. The format of the portfolio must be as follows:

- 1. Cover page:** This includes your name, the date, your email address, your program, your ASU ID number, and the semester.
- 2. Vita:** An up-to-date vita reflecting your accomplishments to date.
- 3. Overview:** A brief description of the three notable accomplishments that you achieved during your graduate experience that will be highlighted in the portfolio and why they have been chosen. Typically this section is three or four paragraphs.
- 4. Accomplishments:** Document each of your three chosen topics as follows:
  - a. Title of Topic.
  - b. An explanation of the accomplishments that the topic is illustrating.
  - c. A reflection on why you consider this to be significant.
  - d. Evidence of accomplishment. In this section include materials such as project reports, results of exams and homework or other related materials.
  - e. A summary that demonstrates your mastery of the subject by referring to the evidence presented in section 4d. (Typically the summary is a few paragraphs in length.)
  - f. If a specific class had multiple noteworthy projects two of these projects can be used, but at least two classes must be represented in the portfolio.
- 5. Reflections:** A short reflection on your graduate experiences and how the accomplishments you have chosen to highlight in your portfolio illustrate the level of achievement that you attained as you progressed through the program. Typically, this section (reflection) is about one page.

The portfolio must be submitted electronically to your academic advisor as a single pdf document along with a copy of the Record of Evaluation of the MS RAS (Electrical Engineering) concentration that includes your name, ASU ID number, submission date and the attempt number. Your entire portfolio should be compiled as follows. The pages listed below are estimates and are not minimum requirements.

1. Cover Page (1 page)
2. Vita (1 page)
3. Overview (1-2 pages)
4. Accomplishment 1 (1-2 pages)
5. Accomplishment 2 (1-2 pages)
6. Accomplishment 3 (1-2 pages)
7. Reflections (1 page)
8. Record of Evaluation (1 page)

The deadlines for submission are given in the table below:

### Submission dates for students graduating in various terms:

Semester	Submission window	Resubmission (if required)
Spring	March 1 – March 30	By April 30 <sup>th</sup>
Summer	June 1 – June 30	By July 30 <sup>th</sup>
Fall	October 1 – October 30	By November 30 <sup>th</sup>

The evaluation rubric for the portfolio is given on the Record of Evaluation of MS RAS (Electrical Engineering) Graduate Portfolio form, which is shown on the next page of this document. The portfolio is complete only when *all* sections reflected on this rubric are deemed satisfactory. The Graduate Program Chair or their representative is responsible for evaluation of the portfolio and will notify you of the result within two weeks of submission of the document.

There are four possible outcomes of the evaluation:

1. The portfolio is accepted as submitted.
2. The portfolio is returned to you for minor corrections as specified by the Graduate Program Chair or their representative, followed by resubmission.
3. The portfolio is returned to you for major changes. In this case the Graduate Program Chair or their representative will meet with you and specific instructions will be communicated regarding the steps that will necessary for the portfolio to be accepted.
4. The portfolio is returned without critical evaluation because of errors in spelling, grammar or format.

Completion of the graduate portfolio is formally recognized when the Graduate Program Chair acknowledges the achievement by signing the Record of Evaluation of the MS RAS (Electrical Engineering) Graduate Portfolio form and the signed form is transmitted to the graduate advising office. Upon receipt of the signed form, the graduate advising office will update your records to indicate completion of the culminating experience and eligibility for graduation. If you do not complete the graduate portfolio by the end of the semester in which you complete all other requirements for the degree your degree will not be posted until the Graduate Program Chair signs this form.

**Process for Appeal:** In the event that you disagree with the evaluation of your portfolio you may request a second evaluation by faculty that were not previously involved in the process. To initiate the appeal process a formal request for a second review must be submitted via email to your assigned academic advisor along with a copy of the same portfolio that was submitted earlier to the graduate program chair. You should like exactly what you would like reviewed again and address any comments given by the Graduate Program Chair or their representative in the first review of your portfolio. If your appeal is not accepted, the student must modify the portfolio and resubmit it based on the earlier communication from the Graduate Program Chair.

## Record of Evaluation of MS RAS (Electrical Engineering) Graduate Portfolio

Student Name \_\_\_\_\_ ID number \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Attempt Number \_\_\_\_\_

Topic	Satisfactory	Unsatisfactory
Spelling, Grammar and Presentation		
Format		
Required Elements:		
Cover Page		
Resume		
Overview		
Project 1		
Project 2		
Project 3		
Reflections		

Explanation of Unsatisfactory Marks:

RESULT <input type="checkbox"/> PASS <input type="checkbox"/> FAIL	EVALUATOR NAME AND SIGNATURE _____ DATE _____
RESULT <input type="checkbox"/> PASS <input type="checkbox"/> FAIL	PROGRAM CHAIR NAME AND SIGNATURE Sangram Redkar _____ DATE _____