MCS Project Portfolio Instructions

All students admitted to the MCS degree program must complete a project portfolio. The portfolio is a compilation of three completed projects that were finished in three MCS program courses; students must write a portfolio report that includes the highlights of the three projects.

How to select a project for inclusion in the portfolio

• All 500-level regular courses (not 598s) are eligible for portfolio as long as the student can get attestation from the instructor that they have done at least 30% of project work for the course in combination with an in-class project and additional out-of-class (self-study) work.
• The student must have received a final grade of “B” or better in the course.
• Students in the Information Assurance concentration should have significant content in IA included in the portfolio.

How to prepare the portfolio

The student must complete the MCS Portfolio Cover Sheet and attach it to the top of the portfolio report. The portfolio should have four sections: one summary page and one section per project. The portfolio must be typewritten and should be approximately 10 pages in length (total).

In writing your project portfolio report, you should not use the original project reports. For each of the three projects, you should (1) write an introduction, (2) an explanation of the solution and (3) a description of the results. Each of the three project descriptions should have (4) a description of your contributions to the project and (5) an explanation of what new skills, techniques, or knowledge you acquired from the project. Part (5) should also include a list of team members who worked on the project.

All three sections of the portfolio should have the same format and a summary page. 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 report. Portfolios that do not follow the guidelines will not be accepted.

Plan Ahead

• It is advisable to write each section of the project portfolio immediately following the completion of the eligible course to assure faculty are available for approvals.
• 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.

Important Checklist

• Do not include the original project report; summarize the project highlights and significant points of the original report.
• Include a summary page that includes the summary of all three projects.
• If the project was a group project, then the individual contribution of the student must be identified (this is to be included in section part (5)).
• 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 report.

Submitting the portfolio

1. The faculty of the courses the student is using for the portfolio report must sign and date the Portfolio Cover Sheet.
2. The project portfolio must be submitted electronically to the MCS Project Portfolio Blackboard course. You will be added to this Blackboard course after you have applied for graduation. The submission will be checked using anti-plagiarism software. Please print the first page of the Safe Assignment Reports for each section of your portfolio and submit it along with the hard copy of your portfolio. Please feel free to print on both sides in order to conserve paper.

3. Submit the hard copy of the portfolio, the first page of the Safe Assignment reports, and cover sheet to the CIDSE Advising Center in BYENG 225 by the posted deadline.

4. We do not recommend using courses you are enrolled 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.

**Final approval of the portfolio**

The graduate advisors will submit the portfolio to the Graduate Program Coordinator or Program Chair for review. If the Graduate Program Coordinator or 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 the ‘Exams’ link on your My ASU account. If you have an “Exams” link under your iPOS tab on My ASU it will update to “Exams Complete”. **NOT ALL STUDENTS HAVE THIS LINK!** Do not be concerned if you do not have this link. If you do not have this link you will receive an email notification when your portfolio is approved and after final grades are posted.

**Deadline to submit portfolio**

Students must submit the portfolio to the CIDSE Advising Center in accordance with the deadlines below. Please note that these deadlines are for the term of graduation. **You may submit your portfolio earlier than the deadline and a semester or two ahead of your planned graduation semester.**

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Deadline (by 5 pm)</th>
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<tbody>
<tr>
<td>Spring 2013</td>
<td>Friday, April 12, 2013</td>
</tr>
<tr>
<td>Summer 2013</td>
<td>Friday, July 6, 2013</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Friday, November 22, 2013</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>Friday, April 18, 2014</td>
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<tr>
<td>Summer 2014</td>
<td>Friday, July 18, 2014</td>
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<tr>
<td>Fall 2014</td>
<td>Friday, November 28, 2014</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Friday, April 10, 2015</td>
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**Frequently Asked Questions**

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 so this is acceptable.

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 an email approval from a faculty member acceptable?** Yes. You may print the email from the faculty and staple it to the cover sheet.

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 in my portfolio. What is the procedure for these courses?** If you took either course after Spring 2013 you should have completed an individual report in the course. Please submit a copy of the
report as the portfolio submission (Blackboard and a hard copy). This may match the previously submitted report in Safe Assignment but this will not be a problem. You are not required to obtain Dr. Yau’s signature on the cover sheet. If you took either course prior to Fall 2013 you will need to write a report per Dr. Yau’s guidelines and obtain his signature. If you need a copy of the guidelines you may contact your assigned advisor.

6. 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.

7. How and when will I know that my portfolio is approved? If you have an “Exams” link under your iPOS tab on My ASU it will update to “Exams Complete”. NOT ALL STUDENTS HAVE THIS LINK! Do not be concerned if you do not have this link. If you do not have this link you will receive an email notification when your portfolio is approved and after final grades are posted.

8. Will I be contacted if my portfolio is not approved? Yes.

9. 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 100 portfolios that need to be processed each term so it is very important 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 are going to miss the deadline submit the portfolio as close to the deadline as possible and document the reason(s) for missing the deadline.