RAS(AI) Project Portfolio Instructions

All students admitted to the RAS(AI) degree program must complete a project portfolio. The portfolio is a compilation of three completed projects that were finished in three RAS (AI) 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

- Students in the Artificial Intelligence concentration should have majority of their projects from their concentration. At least 2 out of the 3 projects have to be from the required concentration courses.
- All 500-level courses completed 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.

How to prepare the portfolio

The student must complete the RAS(AI) Portfolio Cover Sheet and submit it with 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 a minimum of 10 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. Large margins 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.

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. You will be added to this Canvas course after you have applied for graduation.
2. The faculty of the courses the student is using for the portfolio report must sign and date the Portfolio Cover Sheet. If approval was granted via email, the email(s) must be submitted with the cover sheet as one attachment via the RAS(AI) Project Portfolio Canvas course.
3. The summary page and the three project reports must be submitted electronically to the MCS Project Portfolio Canvas course. The submission will be checked using anti-plagiarism software.
4. Upload a copy of your unofficial transcript to the RAS(AI) Project Portfolio Canvas course. This will be used to verify that a “B” or better grade was earned in the portfolio courses as well as 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.

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 your iPOS. You will receive an email notification when your portfolio is approved.

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.

<table>
<thead>
<tr>
<th>Semester of Graduation</th>
<th>Deadline (by 5 pm)</th>
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<tbody>
<tr>
<td>Fall</td>
<td>November 15</td>
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<tr>
<td>Spring</td>
<td>April 15</td>
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<td>Summer</td>
<td>July 15</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, 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 an 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?** 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. 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 student’s 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 student’s 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.

9. How and when will I know that my portfolio is approved? The results will be reflected on your iPOS.

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

11. 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.