Ira A. Fulton Schools of Engineering
Arizona State University

School of Computing, Informatics, and Decision Systems Engineering

P.O. Box 878809
Tempe, AZ 85287-8809

(480) 965-3190
Fax: (480) 965-2751
cidse.engineering.asu.edu

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 concentration 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 all of their projects from their required concentration courses.
- All courses completed as part of the concentration 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.

You must be logged into your MyASU account to access (Concentration Course list for RAS(AI) Project Portfolio)

How to prepare the portfolio

The student must complete the RAS (AI) 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 a minimum of 10 complete 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 RAS(AI) Project Portfolio Canvas course. You will be added to this Canvas course after you have applied for graduation. The submission will be checked using anti-plagiarism software. Please print the first page of the TurnItIn 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 Centerpoint 105 by the posted deadline.
4. 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.

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

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 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.

6. **How and when will I know that my portfolio is approved?** You will receive an email notification when your portfolio is approved. The results will also be reflected on your iPOS.

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

8. 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.