

# CMPE/ENEE PHD COMPREHENSIVE PORTFOLIO POLICY

## Implementation Guidelines

### Spring 2011

There are three components in the portfolio evaluation: core course performance, research activity report, and faculty support letters.

#### 1. Core Course Performance

- a. Required GPA: 3.0 and above, where CMPE has 3 required-core + 2 elective-core courses, and ENEE has 1 required-core + 4 elective-core courses.
- b. GPA quality levels: *excellent* ( $\geq 3.70$ ), *good* ( $\geq 3.50$ ), and *acceptable* ( $\geq 3.25$ ), where + & - grading is allowed for graduate courses.
- c. Students can repeat or take additional core courses to improve GPA.
- d. For transfer students, grades in corresponding core courses may be recognized after equivalency evaluation, but at least two core courses must be taken at UMBC.

#### 2. Research Activity Report (RAR)

- a. The written *research activity report* (RAR) consists of (i) the *Student Research Statement* of work from previous research activities, e.g., academic or job-related projects, research-related courses (698, 699), and/or MS thesis (799), and (ii) copies of your technical reports, scholarly papers, thesis, formally-presented material (poster, conference, etc.), and journal publications.
- b. Student will give, or have given, a *verifiable* oral presentation on a topic from the RAR, during a *non-regular-classroom* event *internal or external* to UMBC; otherwise, the student will give a presentation to their *Comprehensive Portfolio Committee* (CPC). The oral presentation is an ungraded component of the RAR, but a requirement that PhD students have this kind of research reporting experience by the time they complete the comprehensive portfolio.
- c. RAR quality levels: *excellent*, *good*, *acceptable*, *fail*  
*Acceptable-level*: pass in 698 or 699, or equivalent  
*Good-level*: MS thesis, or high pass in 698 or 699; or equivalent from previous verifiable R&D work.  
*Excellent-level*: research publications (as first author) needed.
- d. Grading of 698 and 699 reports/papers should provide (and save) more evaluation information (High pass, pass, fail).

#### 3. Faculty Support Letters ( $\geq 2$ )

- a. Should provide an evaluation of student's RAR, and other relevant assessments.
- b. One letter must be from the research advisor, one from another CSEE faculty member with interests that sufficiently align with the student's education and/or research activities.
- c. At least one letter must be from a CE/EE faculty member, corresponding to your program.

#### 4. Passing Ph.D. Portfolio Evaluation

- a. *Excellent* core-course GPA and *acceptable* quality RAR
- b. *Good* core-course GPA and *good* quality RAR
- c. *Acceptable* core-course GPA and *excellent* quality RAR

#### 5. Submission Schedule

- a. Preliminary portfolio
  - (i) Includes core course grades and agreement of a research adviser (signature needed)
  - (ii) Full-time students must submit the *preliminary portfolio* at the beginning of their *third semester* in the Ph.D. program at UMBC.
  - (iii) Part-time students must submit the *preliminary portfolio* at the beginning of their *fifth semester* in the Ph.D. program at UMBC.
- b. Final portfolio
  - (i) Includes core course grades, written RAR, two faculty support letters, and copies of any publications.
  - (ii) Full-time students must submit the *final portfolio* at the beginning of their *fifth semester* in the Ph.D. program at UMBC.
  - (iii) Part-time students must submit the *final portfolio* at the beginning of their *seventh semester* in the Ph.D. program at UMBC.
- c. Submission due date and time: 1pm on 3<sup>rd</sup> Monday or Friday, *whichever is earlier*, in January or August, to Keara Fliggins, ITE 325I. The preliminary or final portfolios can be submitted ahead of schedule.

**CSEE PhD Comprehensive Portfolio**  
**CMPE/ENEE Programs**  
**Cover Sheet**

Student's Name \_\_\_\_\_ UMBC E-mail ID \_\_\_\_\_

**UMBC Program Information**

<b>Program</b>	<b>CMPE</b> _____	<b>ENEE</b> _____
<b>Portfolio Stage</b>	<b>Preliminary</b> _____	<b>Final</b> _____
<b>Submission Semester</b>	<b>Semester</b> _____	<b>Year</b> _____
<b>Entered Program</b>	<b>Semester</b> _____	<b>Year</b> _____
<b>Student Status</b>	<b>Full-time</b> _____	<b>Part-time</b> _____
<b>Research Area</b>		
<b>Research Advisor</b>		

**Previous Degrees**

<b>Degree</b>	<b>Major</b>	<b>Institution</b>	<b>Year</b>

**Faculty Support Letter(s) from (at least one other than advisor):**

Professor \_\_\_\_\_ (required)

Professor \_\_\_\_\_ (optional)

**Checklist:**

- \_\_\_ Core courses completed
- \_\_\_ Support letters requested and \_\_\_ received
- \_\_\_ Copy of transcript (unofficial) included
- \_\_\_ Research activity report (RAR) included
- \_\_\_ Research reports, papers, etc. copies included
- \_\_\_ Transfer/course equivalency requests completed

# CSEE PhD Comprehensive Portfolio CMPE Program

## Faculty Support Form

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

*Public Law 93-80, Educational Amendments Act of 1974, grants students the right to have access to letters of recommendation in their placement files*

**I wish to waive access to my letters:**    Yes \_\_\_\_\_            No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_

**1. Rate the student's abilities/skills via table below:**

Ability/Skill	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
Breadth of CE knowledge						
Depth in chosen topic						
Creativity/Original thinking						
Diligence						
Motivation towards PhD (CE)						
Verbal skills						
Writing skills						

**2. Overall opinion:** If this student is not currently working with you, and was to approach you seeking to work under your guidance, would you be willing to work with this student? **Why** or **why not**?

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. In what capacities did you have a chance to evaluate this student's PhD promise?**  
(Please use additional pages if needed)

(a) *Courses*: Please list courses, semesters taken, and class ranks (or approximate percentile) if available.

(b) *Up to 698/699 Level Activity*: Briefly describe the activity, outcomes, and your assessment of student's research potential.

(c) *Post- 698/699 Level Activity*: Briefly describe the activity, outcomes, and your assessment of student's research potential.

**4. Summary Recommendation (circle one): *Excellent / Very Good / Good / Fair / Poor***

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**CSEE PhD Comprehensive Portfolio**  
**ENEE Program**  
**Faculty Support Form**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

*Public Law 93-80, Educational Amendments Act of 1974, grants students the right to have access to letters of recommendation in their placement files*

**I wish to waive access to my letters:** Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Name \_\_\_\_\_ Date \_\_\_\_\_

**1. Rate the student's abilities/skills via table below:**

Ability/Skill	Excellent	Very Good	Good	Fair	Poor	Unable to Assess
Breadth of EE knowledge						
Depth in chosen topic						
Creativity/Original thinking						
Diligence						
Motivation towards PhD (EE)						
Verbal skills						
Writing skills						

**2. Overall opinion:** If this student is not currently working with you, and was to approach you seeking to work under your guidance, would you be willing to work with this student? **Why** or **why not**?

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. In what capacities did you have a chance to evaluate this student's PhD promise?**  
(Please use additional pages if needed)

(a) *Courses*: Please list courses, semesters taken, and class ranks (or approximate percentile) if available.

(b) *Up to 698/699 Level Activity*: Briefly describe the activity, outcomes, and your assessment of student's research potential.

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**4. Summary Recommendation (circle one): *Excellent / Very Good / Good / Fair / Poor***

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

# CSEE PhD Comprehensive Portfolio

## CMPE/ENEE Programs

### Research Activity Report (RAR): Student Research Statement

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Research Advisor \_\_\_\_\_

The purpose of the Comprehensive Portfolio is to determine whether PhD students, who are within the first two years of their program, have the potential to perform PhD quality research. This potential is demonstrated by the student's performance in preliminary research activity, as well as in graduate coursework. The student should answer these self-evaluation questions with this purpose in mind. Submit your answers on your own paper, along with this signed form.

#### A. Research Activities

- (1) Describe all *previous* research-related activities in which you have participated at UMBC and elsewhere.
- (2) What concrete results were produced by these activities, e.g., algorithms, hardware, test results, technical reports, scholarly papers, conference presentations/posters/papers, journal papers, etc.? (List and provide copies of related reports, papers, etc.)
- (3) What precisely was *your specific* contribution to the research and results (as opposed to the contributions of your advisor and other co-workers/co-authors) ?
- (4) What are your current research activities and goals (provide details as in questions above)?

#### B. PhD Dissertation Area

- (5) Have you identified your PhD dissertation area; if so, what is it? What have you accomplished with respect to identifying an area?
- (6) Have you identified your PhD dissertation topic; if so, what is it? What have you accomplished with respect to identifying a topic?

#### C. Next Academic-Year Plans

- (7) What are your plans for identifying a dissertation area and topic, if you have not already done so?
- (8) What are your research and course goals for next academic year?
- (9) Are there research-skills areas in which you need to improve; if so, describe them and your plans to achieve the improvements?

Student Signature \_\_\_\_\_ Date \_\_\_\_\_