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

A. Preliminary Portfolio Contents
1. Includes core course (courses from groups A and B under the new requirements) grades and agreement of a research adviser (signature needed):
   a. Required GPA: 3.20 for a total of five courses from Groups A and B.
   b. GPA pass levels: excellent ($\geq 3.70$), good ($\geq 3.50$), and acceptable ($\geq 3.20$).
   c. Students can repeat or take additional core courses to improve their 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. Full-time students must submit the preliminary portfolio at the beginning of their third semester in the Ph.D. program at UMBC.
3. 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 Contents
1. Includes core course grades and a plan of course-work, written Research Activity Report (RAR), two faculty support letters, and copies of any publications.
   a. Core course grades (see above) and a plan of course-work, which includes a complete list of all courses taken, transferred, and to be taken to satisfy the PhD requirements along with a copy of the current transcript.
   b. Research Activity Report
      (i) 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.
      (ii) 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.
   c. Faculty Support Letters (at least two)
      (i) Should provide an evaluation of student’s RAR and other relevant assessments
      (ii) 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.
(iii) At least one letter must be from a CE/EE faculty member, corresponding to your program.

2. Full-time students must submit the final portfolio at the beginning of their fifth semester in the Ph.D. program at UMBC.

3. 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 dates are in January or August. Documents are to be submitted to Keara Fliggins both in hard copy and by email to fliggins@umbc.edu. All the documents should be in pdf, for signed documents, scanned copies can be included. The preliminary or final portfolios can be submitted ahead of schedule. If a student is ready to submit the final portfolio by the due date of his/her preliminary portfolio, he/she can just submit the final portfolio at that time.

D. Ph.D. Portfolio Evaluation
Faculty members reviewing the portfolio (each portfolio will be reviewed by at least two faculty members in the student’s area) will assess the complete portfolio based on
   a. Core-course GPA and plan of course-work
   b. The quality of the presented RAR
   c. Faculty-support letters
and will give a ranking for each as excellent, good, acceptable. An acceptable rank for at least two of these three areas and one good will be considered a “fail” along with a fail in any one of these areas.
CSEE PhD Comprehensive Portfolio
CMPE/ENEE Programs

Cover Sheet

Student's Name ___________________________________ UMBC E-mail ID _________________

UMBC Program Information

<table>
<thead>
<tr>
<th>Program</th>
<th>CMPE _______</th>
<th>ENEE _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Stage</td>
<td>Preliminary</td>
<td>Final _______</td>
</tr>
<tr>
<td>Submission Semester</td>
<td>Semester _______</td>
<td>Year _______</td>
</tr>
<tr>
<td>Entered Program</td>
<td>Semester _______</td>
<td>Year _______</td>
</tr>
<tr>
<td>Student Status</td>
<td>Full-time _______</td>
<td>Part-time _______</td>
</tr>
<tr>
<td>Research Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Advisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous Degrees

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Ability/Skill</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unable to Assess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breadth of CE knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depth in chosen topic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/Original thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation towards PhD (CE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Overall opinion: If this student is not currently working with you, and was to approach you seeking to work under you 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 __________________
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:

<table>
<thead>
<tr>
<th>Ability/Skill</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unable to Assess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breadth of EE knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depth in chosen topic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/Original thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation towards PhD (EE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verbal skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Overall opinion: If this student is not currently working with you, and was to approach you seeking to work under you 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 _______________
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 _________________