CSEE PhD Comprehensive Portfolio
CMPE/ENEE Program

Cover Sheet

Student's Name _____UMBC E-mail ID _____

UMBC Program Information

Program	**CMPE _____ ENEE _____**
Portfolio Stage	**Final _____**
Submission Semester	**Semester _____ Year _____**
Entered Program	**Semester _____ Year _____**
Student Status	**Full-time _____ Part-time _____**
Research Area	
Research Advisor	

Previous Degrees

Degree	Major	Institution	Year

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

Professor _____ (required)

Professor _____ (optional)

Checklist:

___ Core courses completed and plan of course work
___ 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

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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 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 _____

CSEE PhD Comprehensive Portfolio

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Faculty Support Form

Student Name _____ Student ID _____

Date of starting Ph.D. program at UMBC _____

Date of submission of request _____

Name of faculty member requested: _____

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 faculty support form and letters"
Yes _____ No _____

Signature _____ Date _____

Student should complete the section above before sending it to the faculty member.

Section for Faculty:

Rate the student's abilities/skills via table:

Ability/Skill	Excellent (top 10%)	Very Good (top 20%)	Good (top 33%)	Fair (top 50%)	Poor (Below 50 %)	Unable to Assess
Breadth of knowledge in CE/EE						
Depth in chosen topic						
Creativity/Original thinking						
Diligence						
Motivation towards PhD						
Verbal skills						
Writing skills						

Provide a letter that explains the scores you provided in the table addressing the points below as appropriate:

a. **List of the courses student has taken, and their class ranking (or approximate percentile);**
b. **Anything you can add related to contribution of students in the course;**
c. **If involved in research with the student, discuss the interactions with the student and their contribution and the outcomes;**

Overall Opinion: If this student is not currently working with you, would you be willing to work with this student? If the student is working with you, are you interested in continuing to work with the student and believe that they will be successful in the PhD program?

Faculty should send a signed pdf copy of the complete form to the graduate program coordinator.

Guidelines for Faculty Letters of Evaluation

Faculty are expected to provide a detailed letter containing the following information, which will serve as a key component in the portfolio review process for faculty support letters.

Explanation of Scores: Please clarify the reasoning behind the percentile rankings provided in the evaluation table. Your letter should include the basis of your assessment and a justification for each merit awarded.

- Top 10%: Exceptional performance, comparable to the highest-achieving students.
- Top 20%: Very strong performance, demonstrating high potential.
- Top 33%: Solid performance, consistently meeting expectations and demonstrating potential for further growth.
- Top 50%: Good performance, above average in comparison to peers.
- Below 50%: Performance below expectations, where improvements may be needed.

1. **Course-Based Evaluations**:
   If your evaluation is based on the student's performance in a course, kindly provide the following details:
   - A list of the courses, including the semesters taken and the student's class ranking or approximate percentile (if available).
   - A discussion on the nature, level, and frequency of direct interactions with the student in the course. Additionally, if applicable, highlight any particular work performance that contributed to your review beyond simply recounting the grades or scores received.
2. **Research-Based Evaluations**:
   If your evaluation is based on the student's involvement in research or other scholarly activities, please address the following:
   - A description of the type, level, and frequency of interactions with the student or their work.
   - If the student is part of your lab or research group, outline the nature of their contributions and the outcomes of their work.
   - If the student has co-authored any publications with you, please specify their contributions to the research and the final publication.

Overall Opinion:

- If the student is not currently working with you, would you be open to supervising them in the future? Please explain why or why not.
- If the student is currently working with you, do you believe in their potential for continued success within the PhD program? Why or why not?

Name:
Student ID:

Plan of Coursework

Core Courses

Core Courses			
Course Number	***Course Title***	***Letter Grade***	***Grade Points***

Completed Courses (including those I am currently taking)

Regular Courses			
Course Number	***Course Title***	***Letter Grade***	***Grade Points***

Research Courses (608/699/799/800/898/899)			
Course Number	***Course Title***	***Letter Grade Or P/F***	***Grade Points*** *(if applicable)*

Additional courses I plan to take before graduation and courses I have transferred from a previous institution *(if applicable)*: