Electrical Engineering MSE Portfolio Instructions, Attendance Form, and Prompts

All students in the Electrical Engineering non-thesis degree program must complete a portfolio. Students must attend at least five seminars hosted by ECEE in their final year of the program.

How to prepare for the portfolio
- Attend five ECEE seminars and take notes as you need to answer three questions
- In person students- you are required to attend the seminars in person. A physical signature from an ECEE faculty or staff is required. See the attendance slips on the next page.
- Online students- you are able to attend seminars online and provide proof of attendance with a screenshot of the zoom meeting that includes your name. If you are not able to attend live during the presentation due to you work schedule, please contact your assigned academic advisor.

Submitting the portfolio
1. Apply for graduation in your final semester. After the application for graduation date has passed, you will be added to a Canvas page with the portfolio submission link
2. Each of the five attendance forms must be submitted electronically to the Portfolio Canvas course with required documentation as a single PDF. Reports must be typed and not handwritten.
    a. Full sentences are required. Do not list bullet points
    b. You should aim for about 100 words per response. If your response is too short, your portfolio will be returned to you for additional information.

Final approval of the portfolio
Your portfolio will be reviewed by ECEE faculty and the Graduate Program Chair. If the faculty and Graduate Program Chair is satisfied with your portfolio, the graduate advisors will enter the results in your iPOS. If the faculty or Graduate Program Chair is not satisfied with your portfolio, you will be given revisions that you must complete that semester in order to graduate.

Deadline to submit the portfolio
Students must submit the portfolio in accordance with the deadlines below. Please note that these deadlines are for the term of graduation.

Semester of Graduation	Deadline (5 PM)
Fall	November25
Spring	April 25
Summer	July 25

EE MSE Portfolio – Seminar attendance slips

Date of seminar:	
Speaker:	
Topic:	
ECEE faculty/staff signature:	
Name:	

Date of seminar:	
Speaker:	
Topic:	
ECEE faculty/staff signature:	
Name:	

Date of seminar:	
Speaker:	
Topic:	
ECEE faculty/staff signature:	
Name:	

Date of seminar:	
Speaker:	
Topic:	
ECEE faculty/staff signature:	
Name:	

Date of seminar:	
Speaker:	
Topic:	
ECEE faculty/staff signature:	
Name:	

EE MSE Portfolio – Seminar Summary

Seminar 1

Name:	ASU ID:	Date of seminar:
Topic:		Speaker:

Include signature of ECEE faculty, email or screenshot proving attendance at event

1. What were the key points of the presentation? (Less than 100 words)

2. What were the recommendations for future research of this topic? (Less than 100 words)

3. How does this topic relate to your future goals, keeping in mind what you have learned in your program? (Less than 100 words)

EE MSE Portfolio – Seminar Summary

Seminar 2

Name:	ASU ID:	Date of seminar:
Topic:		Speaker:

Include signature of ECEE faculty, email or screenshot proving attendance at event

1. What were the key points of the presentation? (Less than 100 words)

2. What were the recommendations for future research of this topic? (Less than 100 words)

3. How does this topic relate to your future goals, keeping in mind what you have learned in your program? (Less than 100 words)

EE MSE Portfolio – Seminar Summary

Seminar 3

Name:	ASU ID:	Date of seminar:
Topic:		Speaker:

Include signature of ECEE faculty, email or screenshot proving attendance at event

1. What were the key points of the presentation? (Less than 100 words)

2. What were the recommendations for future research of this topic? (Less than 100 words)

3. How does this topic relate to your future goals, keeping in mind what you have learned in your program? (Less than 100 words)

EE MSE Portfolio – Seminar Summary

Seminar 4

Name:	ASU ID:	Date of seminar:
Topic:		Speaker:

Include signature of ECEE faculty, email or screenshot proving attendance at event

1. What were the key points of the presentation? (Less than 100 words)

2. What were the recommendations for future research of this topic? (Less than 100 words)

3. How does this topic relate to your future goals, keeping in mind what you have learned in your program? (Less than 100 words)

EE MSE Portfolio – Seminar Summary

Seminar 5

Name:	ASU ID:	Date of seminar:
Topic:		Speaker:

Include signature of ECEE faculty, email or screenshot proving attendance at event

1. What were the key points of the presentation? (Less than 100 words)

2. What were the recommendations for future research of this topic? (Less than 100 words)

3. How does this topic relate to your future goals, keeping in mind what you have learned in your program? (Less than 100 words)