

**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 semester of the program.

**How to prepare for the portfolio**

- Attend five ECEE seminars
- 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.
- Take notes during the seminar, as you need to answer three questions

**Submitting the portfolio**

1. You will be added to a Canvas page with the seminar submission link
2. Apply for graduation in your final semester
3. 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.

**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.

<b>Semester of Graduation</b>	<b>Deadline (5 PM)</b>
Fall	November 1
Spring	April 1
Summer	July 1

### EE MSE Portfolio – Seminar attendance slips

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

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

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Date of seminar:	
Speaker:	
Topic:	
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Name:	

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Date of seminar:	
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Topic:	
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Name:	

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









## 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)