

## Computer Engineering Portfolio Instructions

All students in the Computer Engineering non-thesis degree program must complete a portfolio. Students must attend a total of **three SCAI/ECEE seminars** in their final year of the program.

### How to prepare for the portfolio

- Attend three SCAI /ECEE seminars
- Fill out the attendance form from each seminar with a signature, email from a SCAI /ECEE faculty member or the speaker, or Zoom screen shot proving attendance.

### Submitting the portfolio

1. You will be added to the Canvas course after you have applied for graduation.
2. Each of the three attendance forms must be submitted electronically to the Portfolio Canvas course with required documentation, each one needs to be uploaded as a single submission per seminar.
3. Compile the three attendance forms and required documentation into a single file and upload as the Full Report.
4. Complete the Employment Information Survey.

### Final approval of the portfolio

Your portfolio will be reviewed by the Computer Engineering Program Chair. If the Program Chair is satisfied with the student's project portfolio, the graduate advisors will enter the results in the student's official record (iPOS). The results will be reflected on your iPOS.

### 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 (by 5 pm)
Fall	November 15
Spring	April 15
Summer	July 15

### **Frequently Asked Questions**

- 1. How and when will I know that my portfolio is approved?** The results will be reflected on your iPOS.
- 2. Will I be contacted if my portfolio is not approved?** Yes.
- 3. I will not be able to submit my portfolio before the deadline. Can I still graduate?** The portfolio deadline is set so the Advising Staff and the Program Chair have enough time to review your portfolio so you can graduate during your anticipated term. We will accept portfolios after the deadline, but any portfolios submitted after the deadline run the risk of not being processed in time for graduation.  
We will do our best to help you graduate as planned. If you are going to miss the deadline, submit the portfolio as close to the deadline as possible and document the reason(s) for missing the deadline.
- 4. When should I attend the seminars?** The three (3) SCAI /ECEE Seminars should be attended in your final year of the program.
- 5. Can I attend a non-SCAI/ECEE seminar?** No, they must be SCAI /ECEE seminars.