

This is a generic portfolio instructions document. **It does not contain semester-specific deadline dates.**

Portfolio Instructions

Master's students need to collect a portfolio of their accomplishments during their studies.

Deadlines for all graduates: These are semester specific. You will receive instructions during the second half of the semester in which you are graduating.

MSEC students: The portfolio process is managed via GradCentral.

MAE and MAPE students: The portfolio process is managed via Sakai.

The electronic portfolio (submitted in .PDF format) should be a single document combining the following sections:

1. **Cover page:** Include the date, your name, and a picture of yourself.
2. **Table of contents:** Indicate page numbers of the various sections.
3. **Up-to-date Curriculum Vitae (CV):** List all papers, including those that are co-authored.
 - a. Use the [Career Center's CV Guide](#) page to build your CV. They hold drop-in career advising hours for CV assistance.
4. **Final version of all research papers:** Include the date written, instructor name, course title, and grade received.
5. **Computer programs you've written** (if any)
6. **Description of internships** (if any)
7. **Other responsibilities/experience at Duke worth bragging about** (if any)
8. **Long-run plans and steps for achieving them** (one page, double spaced)
9. **Self-assessment:** Write about your expectations upon beginning the program and the current status of those expectations. You should emphasize your strengths and how you anticipate these strengths will enhance your career.

Please name your portfolio documents using the format below:

Last Name_First Name_Preliminary.pdf

Last Name_First Name_Final.pdf