

# Portfolio Instructions: Content & Formatting

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Master's students need to collect a portfolio of their accomplishments during the course of their studies. Your academic advisor will review the preliminary version, suggest changes, and request that revisions be made for the final version of the portfolio. Your advisor will upload his/her review of your preliminary portfolio into your Drop Box folder on Sakai. **Please note that this document does not contain pertinent deadlines; this document is for reference only. You will need to refer to the official instructions on Sakai.**

## Content

The electronic portfolio (submitted in .PDF format) should be one document and include:

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 resume:** List all papers, including those that are co-authored.
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 Portfolio.pdf

Last Name, First Name - Final Portfolio.pdf

Do not procrastinate! Start today. You will not be able to graduate without completing the portfolio.

## Other Requirements

In addition to completing their portfolios, graduating students are also required to complete two surveys.

### M.A. Program Exit Survey

Do you have any critiques, complaints, or praises to sing about the M.A. Economics program? Your feedback will help the program continue to evolve and improve, which will only increase the value of your degree. Help us help you (and your future peers)! Copy and paste the link to access the survey: [http://survey.az1.qualtrics.com/SE/?SID=SV\\_bd8W24Dpdizhevz](http://survey.az1.qualtrics.com/SE/?SID=SV_bd8W24Dpdizhevz)