T&D Master of Engineering Portfolio Guidelines

The ME in T&D Engineering requires a portfolio of appropriate coursework for graduation. Students may choose the final projects from three courses in their chosen track to submit, with their strategic plan from TADP 556, as their portfolio. A faculty committee will review the portfolio and recommend for graduation or further work.

All students planning to graduate must submit a first draft of their graduate portfolio to the T&D Program at least one semester prior to graduation. This proposal, which should be completed in consultation with the major adviser, must be approved by all members of the T&D graduation committee and the Dean of the School of Engineering & Applied Science. Two bound paper copies of the final, approved portfolio and an electronic PDF copy must be submitted to the T&D Program Director eight weeks prior to completing coursework.

Committee Signature Form: The student must submit a proposal form to the T&D Program when the graduation committee approves the proposal. If the committee changes the portfolio, a copy of the new portfolio should be given to the T&D Director for final approval. (a template is provided on page three of this document.)

Binding: Students should provide two bound copies of the proposal after the graduation committee signs the proposal form. The copies should be bound with black tape binding using 70 pound cover stock. The body of the document should be printed on 24 pound white paper.

Portfolio Process

1. Select faculty advisor, submit signed advisor agreement to T&D Director
2. Choose 3 final projects, make instructors’ recommended changes and submit (electronically) to advisor
3. Make any additional advisor-suggested changes
4. Submit (electronically) to Program Director for review
5. Make suggested changes and submit (electronically) for final approval
6. Final approval is given when the graduation committee signature page is completed
7. Once approved, submit one electronic PDF copy and two bound copies to program for registrar approval
GRADUATION PORTFOLIO

By

JOHN SMITH

A portfolio submitted in partial fulfillment of the requirements for the degree of

MASTER OF ENGINEERING
TRANSMISSION & DISTRIBUTION ENGINEERING

GONZAGA UNIVERSITY
Transmission & Distribution Engineering
School of Engineering & Applied Science

MAY 2012

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To the Faculty of Gonzaga University:

The members of the Committee appointed to examine the portfolio of JOHN SMITH find it satisfactory and recommend that it be accepted.

___________________________________
Peter J. McKenny, Ph.D., Director

___________________________________
Juan Gers, Ph.D.

___________________________________
Prasad Yenumula, Ph.D.

(You must secure original black ink signatures to be submitted to the T&D Director. You may not have more lines than necessary for signatures. e.g., if you have three committee members, you may have only three signature lines)

ACKNOWLEDGMENT
This section entitled “Acknowledgment” should be used if the writer wishes to acknowledge the assistance received.

The entire text of the portfolio must be double-spaced (exceptions to this would be references, which may be single spaced with a double space between entries and figure captions). There is no limit to the number of pages in this section.

TABLE OF CONTENTS

Strategic Plan (include a brief, one to two paragraph description of the strategic plan, the class in which it was completed and the date of the semester class was taken)

The text of the Strategic Plan follows at this point.

To begin each final project with a one paragraph description of the project, class in which it was completed and semester date class was taken)