MSS Portfolio Presentation Process
Updated December 2020

1. **Portfolio Committee:** MSS Students will have a *Portfolio* committee, which includes three (3) Statistics faculty members who will be pre-determined by the Department for students graduating in May. Students graduating in Fall or Summer must independently line up three faculty members for their committee, indicate which member is the committee chair and send those names to the Department. The Department will submit a Committee Approval Form to the graduate school. Note that the committee must be approved 30 days prior to the *Portfolio* presentation date.

2. **Intent to Graduate:** Student must file their Intent to Graduate in ACES. See graduation deadlines at [https://gradschool.duke.edu/academics/preparing-graduate](https://gradschool.duke.edu/academics/preparing-graduate). Note: Student should indicate “Comprehensive Exam” instead of “Thesis Defense” when applying for graduation.

3. **Poster Session:** A Poster session will be scheduled *in early-mid March* for *Portfolio* students graduating in May. The Department will advise students of the venue, date and time. Students graduating in Fall or Summer must set a date/time (2 hours) that all committee members agree upon and send that information to the Department. The committee meeting and presentation must be scheduled while classes are in session. The Department will reserve a room for the presentation and send room confirmation information to the student who must notify committee members of the location.

4. **Poster:** Each student will create a Poster that demonstrates mastery of statistical methods, application and computation and includes material from two different projects (that may or may not be related). These projects include:
   - at least one project from an elective course
   - internship project (if the student undertook an internship – brief summary of what was learned) or research project (with a faculty member)

*Student may order Posters from PhD Posters (see link below) or get them printed at UPS on Erwin Rd (across from Duke). See Link – [http://www.phdposters.com/](http://www.phdposters.com/) We advise you to get Posters sized 48 x 36 inches.*

   a. In addition to the Poster, the student must create a single page Poster summary sheet with his/her name and a brief description of each project illustrated in the Poster.

   b. Students may also bring the following to the poster presentation to give to the evaluating committee:
      - a sample of any material created by the student as a research or teaching assistant
5. **Submission to the MS Director prior to Poster Portfolio Presentation:**
   a. A copy of their poster
   b. A relevant title of the poster
   c. A copy of their recent Curriculum Vitae
   d. Student will expand on one the projects in their poster in a MS Portfolio report (3-5 pages in word or latex) and submit to the MS Director prior to the MSS Portfolio Presentation. You may choose to attach your project report from your class project or internship report to create this document (make sure that project writeup does not exceed 5 pages). Students who took the internship writing course can submit their final internship report from the class.

6. The Department provides the student, the MSS Annual Report Form, a Title Page and Non-Thesis Master’s Exam Card to take to Portfolio presentation.

7. After completion of the presentation, the Title Page for Poster will be signed by the committee. Committee chair completes Annual Report Form for student and all committee members plus the DGS must sign Master’s Non-Thesis Exam Card. The committee chair will return all completed and signed forms to the Department. The MS Director will communicate the results of the Portfolio presentation to the students, with any comments.

8. In case a student is unable to or fails to attend the scheduled Portfolio presentation with valid reasons approved by the MSD, s/he will be given the opportunity of an individual presentation with the original committee, to be arranged by the Department as soon as possible after the original presentation date.

9. **Evaluation:** The committee will judge the Portfolio presentation as Pass/Fail. A Pass signifies that the student has satisfied the Portfolio requirements for the MSS degree and graduation. Pass must be accompanied by the committee’s indications of either Satisfactory or Excellent in all questions on the Annual Report Form.

   In case a student does not pass the Portfolio presentation, the committee’s Fail judgement must be accompanied by designation of at least one Unsatisfactory score on the Annual Report Form, with explicit and clear comments indicating deficiencies and areas for specific attention for remedy. The student will have a retake opportunity. This will be an individual presentation with the original committee, to be arranged by the department at a date no sooner than 1 month from the original presentation. The student will present an updated poster to the committee, addressing the specifics indicated on the Annual Report Form from the original presentation. A Pass on the retake signifies that the student has satisfied the Portfolio requirements for the MSS degree and graduation. Failure on the retake will indicate failure on the MSS program.
10. Alumni Data: Students fill out Alumni Data Sheets & returns it to Graduate School. S/he must then send new contact information plus future plans to Department so that status can be updated on website from student to alumni.

11. Exit Interview: Students will schedule an exit interview with the MS Director at least two weeks prior to graduation. Prior to exit interview each student should submit a copy of their professional photo and a final resume to the MS Director.