MSS Portfolio Presentation Process
Updated March 2021

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 Intent to Graduate in ACES. See graduation deadlines at 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.

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/ Students are advised to get Posters sized 48 x 36 inches.

   a. Student may also a sample of any material created by the student as a research or teaching assistant to the poster presentation to give to the evaluating committee

5. Submission to the MS Director prior to Poster Portfolio Presentation:
   a. A copy of student’s poster
   b. A relevant title of the poster
   c. A copy of student’s Curriculum Vitae
   d. Student will expand on one the projects in his/her 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. Student may choose to attach the project report from a class project or internship report to create this document (make sure that project write up 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 Committee Chair the MSS Annual Report Form and Non-Thesis Master’s Exam Certificate. After completion of the presentation, Committee chair completes MSS Annual Report Form and sends it to the Department. S/he completes the Non-Thesis Master’s Exam Certificate, then sends it to the DGS for signature. The DGS then forwards the form to the Graduate School. The MS Director will communicate the results of the Portfolio presentation to the students, with any comments.

7. 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.

8. 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 in the MSS program.

9. Alumni Data: Student fills out Alumni Data Sheet & 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.

10. Exit Interview: Student will schedule an exit interview with the MS Director at least two weeks prior to graduation. Prior to exit interview, the student should submit a copy of his/her professional photo and a final resume to the MS Director.