

SAM HOUSTON STATE UNIVERSITY
COLLEGE OF CRIMINAL JUSTICE
DOCTORAL CANDIDACY QUALIFYING EXAMINATION PORTFOLIO

Date of Commencement of Portfolio _____

Date of Completion of Portfolio _____

Name of Student _____ SHSU Student ID # _____

Successful Completion of Coursework _____ Date _____

Student's Request to the Assistant Dean to form a Portfolio Committee Date Approved: _____

Name of Committee Chair _____

Name of Committee Member _____

Name of Committee Member _____

What was the date for your initial meeting with your Committee to establish the expectations for your Portfolio? _____ Date _____

Is there any material in the Portfolio that is collaborative? [] yes [] no. If yes, did the student document in writing their contribution as well as all others' contribution to such items in the Portfolio? [] yes [] no

Is there any material in the Portfolio that is a product of a class assignment? [] yes [] no. If yes, **did the student get from the faculty member:** (1) written approval/permission from the faculty member who taught the class to use the material in the Portfolio? [] yes [] no & (2) faculty member certification that the material was sufficiently independent work of the student to include in the Portfolio? [] yes [] no. **A letter or email from the faculty member to the CJ Graduate Coordinator satisfies these requirements.**

Material included in the portfolio:

_____ Are manuscripts in the appropriate format for immediate submission to an identified refereed journal? [] yes [] no.

If yes, is the student first author on one manuscript? [] yes [] no. Is the student at least second author on the second manuscript? [] yes [] no.

_____ Copies of service publications (not manuscripts)

_____ Copies of papers presented at professional meetings with documentation (copy of relevant section of program schedule).

_____ Copies of grants submitted, technical reports completed, etc.

_____ Directed literature reviews, annotated bibliographies, review essays

_____ Other: _____

Has the student submitted the **Declaration of Portfolio Defense Form** to the Graduate Studies Coordinator seven days prior to the Final Public Review/Defense of the Portfolio? [] yes [] no

Final Public Review/Defense of the Portfolio _____ Date _____