

## D.Sc. Portfolio Guidelines

The objective of the D.Sc. portfolio is to provide a structured way for students enrolled in the D.Sc. (IS) program to demonstrate their abilities to perform research, teaching, and service related activities that can hold them in good stead in their post-doctoral careers.

### Prerequisites

None

### Structure of the D.Sc. Portfolio

Research will be the primary focus area of the D.Sc. portfolio with either service or teaching as a secondary focus area. The final deliverable of the portfolio should include a summary report comprising of two main sections: (1) research, (2) teaching, or service. Each section should contain two main sub-sections. First sub-section should depict the philosophy/perspective of the student towards that area. For example, research philosophy should include the student's research interests, research methodologies adopted, how his work fits within his areas of interest, his/her vision for next few years, and so forth. Second sub-section should summarize the student's work and contribution in that area. The summary report should also have two appendices, namely A for research, and B for teaching or service. The appendices should contain evidential information and documents related to the work described in the three sections of the summary report. These documents should be referred to at appropriate places in the main summary report, rather than merely attaching a stack of documents as appendices.

The contents of each section would be specific to the student's work in the relevant area, namely, research, teaching, or service. The evaluation rubric provides a list of potential activities and their evaluation that may serve as a guideline to begin work in each of these areas is provided. Students may engage in other related activities as part of their portfolios upon approval of their dissertation committee members.

### Timeline

Students enrolled in the D.Sc. (IS) program are expected to begin work on building the portfolio from their first semester into the program. As part of this effort, they should continually document and summarize their research, teaching, and service related activities during their tenure in the doctoral program. Students must submit the completed D.Sc. portfolio at least one semester before the intended final dissertation defense. The dissertation committee will provide feedback within a month of submission of the portfolio. The portfolio must be approved by the committee in order to attempt the final dissertation defense. This will allow adequate time for review, performing additional activities recommended (if any), and final approval from the committee.

### Evaluation

The dissertation committee, chaired by the dissertation chair, will jointly decide if the D.Sc. portfolio requirements have been satisfactorily met. If the portfolio is not approved by the committee members, students will need to revise and resubmit the portfolio after addressing the recommendations provided by the committee members.

The overall grade for the portfolio will be given based on the following guidelines.

- **Meet expectations:** Meets expectations on research and any one of teaching or service.
- **Needs improvement:** Fail to meet expectations requirements

Requirements and evaluation guidelines for each of the three focus areas are given below.

## Research

This category will be graded based on the following guidelines.

- **Meet expectations:** Meets expectations on at least 2 of the research artifact categories
- **Needs improvement:** Fail to meet expectations requirements

Research artifacts	Meet expectations
Refereed journal publications	▪ 1
Refereed national or international conference / workshop papers	▪ 2 papers with at least 1 paper in the following conferences: ICIS, WITS, AMCIS, HICSS, DSI, AAAI ▪ Student must be the first author on at least 1 paper
Refereed book chapters	▪ 1
Refereed extended abstracts / posters / demonstrations / regional conference papers / doctoral consortium papers	▪ 2 ▪ Student must be the first or second author on the research artifacts

## Teaching

This category will be graded based on the following guidelines.

- **Meet expectations:** Meets expectations on at least 1 of the teaching artifact categories
- **Needs improvement:** Fail to meet expectations requirements

Teaching artifacts	Meet expectations
Instruct graduate or undergraduate IS related courses	▪ Instructor for 1 course
Teaching assistant for graduate or undergraduate IS related courses	▪ Teaching assistant for at least 1 course
Refereed teaching cases	▪ 1

## Service

This category will be graded based on the following guidelines.

- **Meet expectations:** Meets expectations on at least 1 of the service artifact categories
- **Needs improvement:** Fail to meet expectations requirements

Service artifacts	Meet expectations
Reviewer for refereed journals	▪ 1
Reviewer for refereed conference / workshop papers	▪ 2 papers with at least 1 paper for the following conferences: ICIS, WITS, AMCIS, HICSS, DSI, AAAI
Reviewer for refereed book chapters	▪ 1
Reviewer for extended abstracts / posters / demonstrations / regional conference papers / doctoral consortium papers	▪ 2
Volunteer in organizing an academic gathering (conference, workshop, etc.)	▪ 1