

Procedures for Initial Committee Meeting with Student to Establish Portfolio Expectations

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

Procedures for Initial Committee Meeting with Student to Establish Portfolio Expectations

Student's Name _____ **SHSU Student ID #** _____

Procedures: The Chair of the Portfolio Committee will call an initial meeting for a minimum of one hour. The meeting will include the student and all members of the Student's Portfolio Committee. The Chair is responsible for arranging the day, time, and location of the meeting. This meeting should be held not more than three weeks after the Portfolio Committee has been approved by the Director of CJ Graduate Programs. The protocol for the meeting includes the following: (1) Committee members should initially discuss expectations without the student present in the room. (2) Then, the Committee invites the student into the room and holds a discussion with the student of those expectations. (3) Finally, there should be an Executive Session of only the Committee members to review the discussion with the student. Students should come to the meeting prepared to discuss what they might propose as the core components of their portfolio, including their vita, publications, papers that might be publishable, etc. Outcomes of the meetings might range from a decision that the Qualifying Examination Portfolio process is inappropriate for the student at this time, to a decision that the student prepare a formal portfolio to document preparedness to proceed to candidacy.

Student agrees to Committee's Expectations _____
Student's Signature Date

Portfolio Chair's Signature (print name here) Date

Committee Member's Signature (print name here) Date

Committee Member's Signature (print name here) Date

Committee Member's Signature (print name here) Date

Please return this completed form after all signatures are obtained along with a detailed memo outlining the agreed upon Portfolio expectations to the Graduate Admissions Coordinator.