

# Report & Portfolio Development

## Gate 2: Title Page Review

### Reference Card for Students

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**Note to Students:** *This card prepares you for your Gate 2 session with your AI Portfolio Coach (Claude). Read it before opening a chat. Have your report open and your Title Page visible. Gate 2 is a conversation — not a checklist — but these are the questions Claude will work through with you.*

### The Core Reframe

Your Title Page is not a course submission. It is your first professional introduction to every future colleague, client, and employer who will ever read this work. Every decision on that page — your title, your affiliation, your contact information — is made with a professional audience in mind.

## Before Your Session: Five Questions to Ask Yourself

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Look at your Title Page and consider each of these questions honestly. You don't need to have perfect answers before your session — Claude will help you work through them. But thinking about them in advance means your session will go faster and go deeper.

### 1. Is your title specific and hook-rich?

A strong title gives a reader three or four specific technical hooks — not vague words like 'analysis,' 'approach,' or 'study.' Someone who works in AI should be able to scan your title and immediately understand what specific problem you solved, what method you used, and why it matters.

- What are the three most specific technical concepts in your work?
- Does your title name them — or does it describe them in general terms?

**Bring to your session:** be ready to read your title aloud and identify its specific hooks.

### 2. Does your Title Page present you as an AI professional?

If a potential employer picked up this document right now, would the Title Page tell them you are an AI professional — or a student handing in an assignment? Course names, course numbers, assignment numbers, and program names do not belong on a professional portfolio document.

- Does anything on your Title Page frame this as a class submission?

**Reference image:** look at the image

'Rsch\_wrtng\_example\_00\_counterexample\_no\_Assignment\_1\_2020\_09\_17' in your Project. That red bar is the answer.

### 3. Are your institutional affiliations correctly numbered?

Numbered superscripts — 1, 2, 3 — are for institutional and professional affiliations only. Your primary affiliation (the institution that is the main authority for this work) gets the number 1. Secondary affiliations follow.

- Are you using numbers for affiliations and symbols for contact info — or have you mixed them up?
- Is Northwestern listed as a secondary affiliation (where the work was conducted) rather than your primary professional identity?

**Reference image:** look at the Report Template Title Page image in your Project — it shows this convention exactly.

### 4. Are your contact details marked with symbols — not numbers?

Symbol superscripts — \*, †, ‡ — are for contact information only. Email address, LinkedIn URL, GitHub URL. These are kept strictly separate from the numbered affiliation superscripts.

- Are you using a symbol (not a number) to point to your contact information?

**Reference image:** the Report Template image shows the dagger symbol (†) pointing to the non-Northwestern email address.

### 5. Will your contact information still reach you after graduation?

A Northwestern email address typically expires within two years of graduation — unless you are actually employed by Northwestern long-term, in which case it is entirely appropriate lasting contact information. If you are a student whose Northwestern connection is through enrollment rather than employment, the purpose of contact information on a portfolio document is to be findable by people who want to work with you, potentially years from now.

- If you are a Northwestern employee: your Northwestern email is fine as primary contact.
- If you are a student without a corporate affiliation: consider listing 'Independent Researcher' as your primary affiliation — it is a legitimate professional designation. Your contact information should include all that apply: personal email, LinkedIn URL, GitHub URL, and personal website URL.
- List all lasting contact points that apply — the more ways someone can find you, the better.

### What to Bring to Your Gate 2 Session

- Your report uploaded to this Claude Project (both .docx and PDF if possible).
- Your Title Page visible on your screen.
- All six JPG reference images uploaded to your Project alongside these documents. Their filenames all begin with 'Rsch\_wrtng\_example' — confirm all six are present before your session begins.
- Your answers — even rough ones — to the five questions above.

### Your Canvas Confirmation Statement

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At the close of your Gate 2 session, Claude will provide you with the following statement to copy and paste into the Comments field when you upload your assignment in Canvas:

**Title Page Review Confirmed:** I have completed the Gate 2 Title Page Review with my AI Portfolio Coach (Claude). My Title Page has been assessed for title quality, professional framing, institutional affiliation conventions, and contact information. Confirmed items meet the requirements. Any items requiring revision have been identified and a correction plan is in place.

Copy this statement exactly as written. Do not paraphrase it.