IST 295B(p)/ 495 (p): IST Internship Credit by Portfolio *

Course Description:
IST 295B(p)/ IST 495 (p) is an alternative for IST internship students to receive full academic credit for the required IST 295B or IST 495 internship course by submitting a portfolio of technical work samples created from their full-time work experiences that are no more than two years old. The activities of their full-time position must be comparable to or exceed the duties of a normal internship. Students submit a completed portfolio. The portfolio is then reviewed and evaluated by an IST instructor. Students who submit an acceptable portfolio that demonstrates adequate mastery of technical expertise and writing skills will receive credit for IST 295B or IST 495, but no grade. The credits will be designated on the transcript as “Credit awarded by portfolio assessment” (similar to transfer credit notation).

Eligibility:
Any student enrolled in the College of Information Sciences and Technology or the Division of Undergraduate Studies, who was employed full-time for six or more months in an IT/IS related field within the past two years may participate in this option.

What IS a portfolio?
A portfolio is a neat, organized written presentation of your technical work. For the purpose of this credit opportunity, you should create your portfolio in the following way:

How do I assemble my portfolio?
1. Assemble your project reports in a binder or duo tang (3-hole punched) with page numbers (each report can be paginated separately). Do not staple all of your papers together, and do not put them haphazardly into a manila folder.
2. Place divider sheets between each report. This simple step will make it much easier and quicker for the instructor to review and evaluate your work.
3. Assemble your portfolio in the following order:
   - Cover page (included in this packet, please fill out and use as your first page; remember to have your past supervisor sign the disclosure portion of the cover page)
   - Disclosure Agreements (if necessary)
   - Credit by Portfolio Assessment Application (University Form, included in this packet)
   - Table of Contents for Portfolio
   - Copy of Original Proposal
   - Three project or sub-project reports

* Refer to  http://guru.psu.edu/proc/AM2009.pdf
Registration and Portfolio Submission Process

Materials Included in this Packet:

a. IST 495(p) Intent to Register Form – to be submitted by 4-year students intending to submit a portfolio
b. IST 295B (p) Intent to Register Form – to be submitted by 2-year students intending to submit a portfolio
c. Credit by Portfolio Assessment Application – to be submitted with the completed portfolio. The student fills out the top box only. This is the application form to the university to apply your credits. If the portfolio is approved by the IST Career Services Coordinator, IST will complete the rest of the form and submit it to the university for your internship credit(s) to be applied.
d. Portfolio Cover Sheet/Verification Form – to be submitted with the completed portfolio. Must be signed by student and employer supervisor/representative. A portfolio submitted without a Disclosure Agreement* or your supervisor’s signature on the cover page will not be accepted or reviewed.

*Disclosure Agreements: Many companies have strict policies that regulate the dissemination of company information. Because company information is often vital to company success, most corporations will require you to sign a disclosure agreement that asks you not to divulge any sensitive company information to outside sources. The company may ask your instructor to sign this agreement.

Step 1: Submit your Intent to Register Form (included in this packet) and a Brief Proposal (Assignment #1) to the Internship Office at the beginning of the semester. Keep a copy of your proposal to include in your portfolio. These materials should be sent to:

The Office of Career Solutions
The College of Information Sciences & Technology
Penn State University
104P IST Building
University Park, PA 16802-6822

Step 2: Complete the project reports as stated on page four and compile the portfolio as described on page one. Make sure you include all written project reports as well as the Portfolio Cover Page/Verification Form, the Credit by Portfolio Assessment Application, any Disclosure Agreements and check to Penn State.

Step 3: Send your portfolio and payment to:

Financial Officer
The College of Information Sciences & Technology
Penn State University
104M IST Building
University Park, PA 16802-6822

You may send your portfolio prior to the deadlines you are given via the Career Solutions Office. You are not obliged to turn in your portfolio early, but remember that the earlier you submit the portfolio, the earlier you will learn whether or not you passed and therefore whether or not you will need to pursue and register for the regular IST’ Internship. The portfolio submission deadlines will be given to you by the Career Solutions office upon review of the Intent to Register form and brief proposal.
Include a check for IST 495(p) (1 credit) or IST 295B (p) (1 credit) in the amount of $390 made payable to “The Pennsylvania State University” with your portfolio submission. Please put your student ID on the check.

*Note: the registration fee is non-refundable. If minor portfolio changes are needed, the portfolio will be returned and can be re-submitted. If major changes are needed or the portfolio is deemed unacceptable, no credit will be granted and the fee is forfeited.*

**Step 4.** The IST Career Solutions Director will review your portfolio. If deemed acceptable, credit will be applied to your transcript. If unacceptable, either the Director will seek further clarification from you and review the portfolio again, or the portfolio will be deemed unacceptable.

**Step 5.** You will get credit notification (approval or rejection of portfolio) via e-mail prior to the start of the following semester to allow for schedule modification if necessary.

*Be sure to keep a copy of your portfolio for your own records!*
**Portfolio Contents:**

The purpose of this portfolio is to show that you have had adequate experience in an IS or IT related field to preclude you from completing a formal internship. Therefore, you must include in your IST 295B(p) or IST 495(p) portfolio a **brief proposal** outlining the major projects and/or sub-projects you will be including in your portfolio and the detailed descriptions/analysis of a **minimum of three major projects or sub-projects** that you completed during your IS or IT work experience. This will help the instructor understand the scope of your experiences and what you have learned during the experience.

**Brief Proposal (Mandatory):**

Length: 3-6 pages
Style: Cover page with Your Name, Name of Company where you gained experience, Date. The proposal should be typed, double-spaced with 10 or 12 pt. font.

This proposal will explain in detail the elective project descriptions you will include in your portfolio. In the proposal, you should include a brief discussion of your major topics, an explanation of the type of papers you will write to fulfill your assignments, and an outline that convinces your instructor that your work assignment was feasible within the constraints of the Internship requirement. You will submit this assignment with your “**Intent to Register Form**”. This brief proposal will be returned in a timely fashion to the students, accepting the proposal or requesting modifications to the proposal.

**Include Three Project or Sub-Project Reports:**

Length: 5-15 pages each report
Style: Follow the standard format for a report to your supervisor or a technical report you would submit for a class project or lab.

Your reports should convey to the instructor the scope of the project which includes the background, the purpose, the steps or details of the project, and the results or conclusions. The report should also document your participation in the project and what you have learned.

Integrate any relevant tables, graphs, photographs, or calculations necessary to convey the scope or results of your project. Appendices can be used to support your report. Remember, a short, concise report is more valuable than a rambling convoluted report.
IST 495 (p)  
Credit by Portfolio  
Intent to Register Form

I am enrolled in the College of IST. I am interested in obtaining my IST Internship requirement through the IST 495(p) Credit by Portfolio option. I intend to submit a portfolio at the end of this semester.

Name (Last, First, MI): _____________________________________________________________

Student ID Number: __________________________________________________________________

Major: __________________________________________________________________________

Penn State E-mail Address: __________________________________________________________

* Company Name: ____________________________________________________________________

* Company Address: __________________________________________________________________
	____________________________________________________________________

For which semester do you plan to be registered for IST 495(p)? ____________________________ (include both semester and year)

Signed: _______________________________________________  Date:  _____________

IST Career Solutions Office Approval: _________________________________________________  Date:  _____________

* Company at which you gained your experience.
IST 295B (p)
Credit by Portfolio
Intent to Register Form

I am enrolled in the College of IST. I am interested in obtaining my IST Internship requirement through the IST 295B(p) Credit by Portfolio option. I intend to submit a portfolio at the end of this semester.

Name (Last, First, MI): _____________________________________________________________

Student ID Number: _______________________________________________________________

Major: __________________________________________________________________________

Penn State E-mail Address: __________________________________________________________

* Company Name: ________________________________________________________________

* Company Address: _______________________________________________________________

___________________________________________________________________

For which semester do you plan to be registered for IST 295B? ____________________________
(include both semester and year)

Signed: _____________________________ Date: ______________

IST Career Solutions Office Approval: _____________________________ Date: ______________

* Company at which you gained your experience.
IST 295B(p) / 495 (p)
Portfolio Cover Sheet / Verification Form

Name: _______________________________________________________________

Major: _______________________________________________________________

Student ID Number:____________________________________________________

Penn State E-mail Address:  ______________________________________________

Phone #: _____________________________________________________________

* Company Name: ______________________________________________________

* Company Address: ____________________________________________________

I, __________________________________________, verify that I am the author of the reports
in this portfolio. I may have received guidance or assistance from my Internship supervisor(s)
and/or from my peers at my Internship assignment; however, I ultimately planned and wrote the
reports on my own. I did not copy them from a textbook, style guide, or any other source. My
portfolio was reviewed by a representative of my internship company and it has been approved for
release to Penn State University. If any proprietary information is contained herein and a
disclosure agreement was needed, a copy is included in this portfolio.

Student Signature: ________________________________________  Date: __________

Company Representative Name: _____________________________________________

Company Representative Signature: ___________________________  Date:__________

Company Representative Title: ______________________________________________

* Company at which you gained your experience.
CREDIT BY PORTFOLIO ASSESSMENT APPLICATION

Student completes this section of the form and submits it along with the portfolio and correct payment to the academic department for assessment.

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<th>Student Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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Student Signature ___________________________ Date __________

Fee Paid $ ______________________

Department’s Budget # _______ ROCR # _______

For use by academic department

**To be completed by the faculty member conducting the assessment**

Department Name ____________________________

I have assessed the student’s portfolio and recommend the addition of the following credits to the student’s Penn State record:

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<th>Course Designation</th>
<th>Course Number</th>
<th>Number of credits **</th>
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Faculty Member’s name (Please print) __________________________

Signature of Faculty Member assessing Portfolio ___________________________ Date __________

FACULTY MEMBER SUBMITS A SUMMARY OF THE ASSESSMENT OF THE PORTFOLIO, ALONG WITH THE PORTFOLIO, TO THE DEPARTMENT HEAD (SEE UNIVERSITY PROCEDURE RC2010)

**To be completed by the department head**

I authorize the awarding of credit.

Department Head’s Name (Please print) __________________________

Signature of Department Head __________________________ Date __________

COMPLETED FORM MUST BE SENT TO THE UNDERGRADUATE ADMISSIONS OFFICE, 201 SHIELDS BUILDING

If no credit is to be awarded or the department recommends that modifications be made and the portfolio be resubmitted, please communicate directly with the student.

** Total number of credits that may be earned by an individual student via credit by portfolio assessment: a candidate for an associate degree may be awarded a maximum of 15 credits; a candidate for a baccalaureate degree may be awarded a maximum of 30 credits by portfolio assessment. A maximum of 6 credits may be awarded for a single portfolio for a course.