

# PORTFOLIO CONTENTS AND ORGANIZATION

## Credit by Portfolio - Proposal Details

The purpose of this portfolio is to show that you have had adequate experience related to your undergraduate major in the College of IST that may exempt you from completing a formal internship. To be considered, you should include in your IST 295B(p) or IST 495(p) portfolio the following materials:

- » Approved **brief proposal** (as outlined below)
- » Credit by Portfolio Assessment Application
- » Credit by Portfolio Cover Page
- » Table of contents
- » Three major projects or sub-projects (minimum)
  - Separate projects with page breaks (electronically)
  - Divider tabs (hard copy)
- » Final reflection summarizing how this experience has facilitated deeper understanding or learning of your major

### STEP 1: Brief Proposal

**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 size.

The proposal should explain in detail the elective project descriptions you will include in your portfolio. In the proposal, you should include a brief introduction of the work (employer and job description) where you gained your qualifying experience, an explanation of the type of projects (minimum of three) you will be submitting to fulfill your internship, and an outline that convinces your instructor that your work assignment was feasible within the constraints of the internship requirement. You will submit this proposal with your **“Intent to Register Form.”** This brief proposal will be returned in a timely fashion, either accepting the proposal or requesting modifications to it that are required for its approval.

### STEP 2: Compiling the Portfolio

**INCLUDE THREE PROJECTS OR SUB-PROJECT REPORTS:**

**Length:** 10-15 pages each report

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.

# CREDIT BY PORTFOLIO SAMPLE PROPOSAL

## Sample of Portfolio Projects

These are just a few topics that have been submitted for portfolios. It is by no means an exhaustive list, however it might start your thinking as to what you might consider. In general – consider what projects involve the greatest amount of your coursework.

- » Integration and Application of new technology processes to better facilitate business
- » Legacy Data Normalization
- » Development of Data Warehouse Structure and Migration of Historical Data
- » Conversion of Data Warehouse Structures
- » Enterprise Architecture Integration
- » Installation & Configuration of Network Systems
- » Improvement of BCM and disaster Recovery
- » Software Engineering projects
- » Technology/Process Testing/Implementation/Validation
- » Project movement utilizing SDLC/Agile/Scrum processes
- » Technology Security as related to your organization – network, information, and/or user access
- » Other emerging technology business challenges