

# CREDIT BY PORTFOLIO SAMPLE PROPOSAL

## Credit by Portfolio - Sample Proposal

The proposal should explain in detail the elective project descriptions you 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 informs your instructor that your work assignment was feasible within the constraints of the internship requirement.

When completed submit the 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.

### Introduction

In your introduction, briefly provide information with regards to the technology role that you hold and the company in which you have gained your relevant experience.

#### Remember...

- » you must have been in a full-time position for more than six months
- » have a minimum of 3 projects that you have led or played a significant role in completing
- » projects cannot be more than two years old
- » projects must be of a depth and breadth to demonstrate application of skills and knowledge related to your coursework to fulfill the internship requirement

### Coursework Utilized

Briefly include course concepts that have been reinforced or instrumental in providing knowledge and skills that were utilized in completion of your portfolio projects. Try to connect your projects to as much of your coursework as possible to better validate the experience. For example you might include a list of all of the courses that you might reference and describe the connections as follows:

#### **IST 210: ORGANIZATION OF DATA**

IST 210 was one of the first courses that introduced data management. Throughout the duration of IST 210, students are given a scenario mocking a real-world situation, and are asked to design and manage a company's data. This course taught me practical use of database concepts and allowed me to refine practical skills to analyze and implement a database design. In addition, IST 210 was critical during [THE PROJECT] initial data phases. I was able to .... (list how the class supported your project ie - derive the right requirements for critical database applications, analyze and develop an effective design to meet specific business constraints, plan for database and business growth, and understand the nature of entities and their relationships with modeled business scenarios)

You might also elaborate your coursework as aligned within each project.

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## 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