Credit by Portfolio: Sample Proposal

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.

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 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.

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

The following pages are from a sample proposal.
This document aims to briefly outline and discuss key concepts learned at Penn State University which have been applied to a professional project. The information included will support the process of approving internship credit by portfolio. As of June 2016, I have been working on a large project for a small startup company, xxxxxxxxxxxxxxxxxxxxxx. xxxxxxxxxxxxx has been hired by a small property management and development company, xxxxxxxxx, to reinvent their current metric tool, xxxxxxxxxx. We are in the process of designing a client connection, market tool, and employee metrics and performance.

OMITTED TEXT

There are a number of major topics that closely correlate with my Penn State curriculum. The following courses have been critical to the project’s success: IST 210, IST 230, IST 240, IST 250, IST 302, IST 331, IST 420, IST 421, and IST 440W. The concepts learned and the skills gained through these courses were critical for the success of this project.
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This capstone course was to mimic another “real-world” scenario by working on a team of 6 individuals with varying skill sets and interacting with a client, the instructor, and ultimately delivering a final working product. The biggest takeaway that I was able to apply in a professional setting is communication. Communication can make or break a project. While the life cycle of this project was only a few months, it was apparent how critical communication is and setting expectations, not only with the client but also within the team.

**PROJECT REPORTS PROPOSAL**

Three project reports are required for the internship by portfolio credit option. My intention is to use the research and design, development, and deployment phases as individual reports. The first report will focus on design. This includes the database model, integration model, and the GUI. The second report will focus specifically on the development of the application. I intend to describe and outline the object-oriented model structure by supplying sample code and discussing the methods involved with developing THE PROJECT. In addition, I will provide images of storyboards and screen captures of THE PROJECT GUI and layout. In the final report, I will outline the system integrations and deployment of the THE PROJECT application. This report will focus on the steps necessary to deliver a successful product, methodology, and user testing and functionality.