Portfolio contents and organization of materials:

The purpose of this portfolio is to show that you have had adequate experience in an IS, IT, SRA, DS related field to preclude you from completing a formal internship. Therefore, you will include in your IST 295B(p) or IST 495(p) portfolio:

- Approved brief proposal (as outlined below)
- Credit by Portfolio Assessment Application (Form linked on the website)
- Credit by Portfolio Cover Page (Form linked on the website)
- 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

**Brief Proposal: (Step one of the approval process outlined online)**

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.

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.

**Compiling the Portfolio: (Step 2 of the approval process outlined online)**

Include Three Projects or Sub-Project Reports:

Length: 5-15 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.