Experiential Learning Portfolio for 10150161 Networking and Security Case Studies

Student Contact Information:

Name: _____Student ID#: _____

Email: _____ Phone: _____

*It is **required** that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

Before attempting to complete this portfolio, the following prerequisites and/or corequisites must be met:
PREREQUISITE: 10150102 Information Security

Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
   - What did you learn?
   - How did you learn through your experience?
   - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
   - Label artifacts as noted in the competency
   - Scan paper artifacts
   - Provide links to video artifacts
   - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

To receive credit for this course, you must receive "Met" on 4 of the 5 competencies.

10-150-161 Networking and Security Case Studies, 1 Associate Degree Credits

Course Description: The primary focus of this course is to have the students receive exposure and experience with a business information system. To accomplish this goal, students will get involved with industry or complete a business lab simulation by designing and implementing a business project. PREREQUISITE: 10150102 Information Security.

If you receive credit for prior learning for this portfolio, you will also receive a "Met" score for the following **Technical Skills Attainment Program Outcomes** that are assessed in this specific course:

- Develop technical documentation
- Troubleshoot network systems

Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.

Competency 1: Explore work-based learning or projects in the IT field
Criteria: Performance will be satisfactory when:
- project plan identifies a work-based learning opportunity or project in the IT field that you will complete
- project plan determines that the work-based learning opportunity meets the expected work criteria
- project plan identifies one or more IT related skills that will be developed by the project

Learning Objectives:
a. Discuss how to find a work-based learning position within an IT department
b. Discuss parameters of work-based learning projects
c. Examine potential benefits of work-based learning projects

Required Artifacts: Complete an IT project or work experience consisting of at least 32 hours for a company or organization

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 2: Determine work requirements

Criteria: Performance will be satisfactory when:

- work requirements form includes information about hours, dress requirements, and other work expectations
- work requirements form information is accurate and complete

Learning Objectives:

d. Discuss expectations of work-based learning projects
e. Review the components of the work requirement form for work-based learning

Required Artifacts: Provide a detailed description of the job or project that was completed

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 3: Examine work experience or project progress
Criteria: Performance will be satisfactory when:
- you discuss new things you have learned
- you discuss technical skills that you have put to practical use on the work site or with your project
- you discuss general studies skills that you have put to use on site or with your project
- you actively listen while other students share their experiences

Learning Objectives:
a. Compare and contrast classroom learning and work-based learning
b. Examine the application of general studies skills in work-based learning

Required Artifacts:
- Provide a work log consisting of at least 32 hours of work
- The log should include dates and times work along with details of what work was completed

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 4: Summarize work experience or project
Criteria: Performance will be satisfactory when:
- the report includes what has been learned as a result of your work experience or project
- the report includes the technical skills you have learned in the program to meet the requirements of your project or work-based learning experience
- the report includes how you used the general studies skills you have learned in the program to meet the requirements of your project or work-based learning experience

Learning Objectives:
a. Demonstrate how to document work experiences for a work-based learning experience or project
b. Write a summary of what you have learned during your internship or project experience

Required Artifacts: Provide a summary of your work experience including the project relevancy to current technology, new skills that were learned during the project and your feedback on the experience of completing the project

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Competency 5: Analyze feedback from work supervisor

Criteria: Performance will be satisfactory when:

- document includes information on the evaluation survey completed by your supervisor
- document includes a brief description of what you did well during your project or work-based learning experience
- document includes a brief description of what you could have done better during your project or work-based learning experience

Learning Objectives:

a. Discuss the expectations supervisors have of employees in the IT field
b. Examine self-reflection and self-documentation strategies

Required Artifacts:
- Provide any feedback from a supervisor of the project or work that was received.
- Provide the contact information for your supervisor from the project or work

Suggested Artifacts: None

Describe your learning and experience with this competency:

Met/ Not Met Evaluator Feedback:

Conclusion: Summarize how you have met the competencies of the course.

Learning Source Table

Learning Source (name of employer, training, military, volunteer organization, etc.)	Supervisor	Start-End Date	Total Hours	Related Competencies
Ex: XYZ Corporation	Bucky Badger	8/2012-9/2014	2000	#1, 2, 3, and 7