Your competence will be assessed as you complete the PFI3 performance assessment for this course of study. This course of study may take up to 8 weeks to complete.

**Introduction**

**Overview**
There are all kinds of portfolios. In one sense, a portfolio is just a place where items are collected, like a briefcase. In another sense, it is just a collection of things-like documents or items-representing other things, like a stock portfolio. At its best, a portfolio is a collection of an individual's finest work; it represents his or her art. The latter is your goal with this assessment. You will write an integrative essay on a trend in information technology and provide four exhibits of your own work that are related to the trend that you identified. For each exhibit, you will enumerate the competencies (and their domains) represented in the exhibit and describe the manner of the competencies’ fulfillment in a competency matrix.

The essay, exhibits, and competency matrix are the deliverables that you will submit. This course of study is designed for independent learning, paced by your mentor, and supported by the content expertise of faculty member Dr. Les Vance. Your link to available support is via the message board associated with this course of study.

**Outcomes and Evaluation**
There is 1 competency covered by this course of study; they are listed in the "[Competencies for Information Technology Portfolio PFI3](#)" page.

You will complete the following assessments as you work through the course of study.

**Performance Assessment**
You will complete the following performance assessment in TaskStream:

- PFI3

Previews of task instructions and rubrics for this assessment are available in via the 'Assessment Preparation' box in the online course of study.

**Preparing for Success**

There are two main parts to the portfolio: selecting exhibits and writing the essay. If, in the course of your program, you produced exhibits that are closely related, then you will probably spend less time preparing exhibits than you will spend writing. On the other hand, if your topic requires more than slight reworking of exhibits, you may spend more time on them than on writing the essay. You may find the work to be equally distributed. Work closely with the course instructor to ensure that you do not spend an inordinate amount of time on this assessment. It is intended to take no more than six to eight weeks to complete. You should also prepare a calendar to schedule time devoted to your studies. Share your calendar with family and friends so they are aware of your obligations.
Additional Preparation

There are many different learning tools available to you within your course of study in addition to the learning resources already discussed. Take the time to familiarize yourself with them and determine how best to fit them into your learning process.

Message Boards, FAQs, Note-Taking Tool

Message boards, FAQs, and a note-taking tool are available in every course of study.

Use the "Additional Learning Tools" page to review these tools.

The WGU Central Library

The WGU Central Library is available online to WGU students 24 hours a day. The library offers access to a number of resources, including over 60,000 full-text e-books; articles from journals, magazines, and newspapers; course e-reserves; and tutorials on how to use these resources and the library. The library also includes a reference service for help with research questions or navigating the library.

For more information about using the WGU Library, view the "WGU Library: Finding Articles, Books & E-Reserves" video in the Student Resources section of The WGU Channel.

Course Instructor Assistance

Course instructors are available to help you. Their job is to aid understanding in areas where you need to improve and to guide you to learning resources. Request their help as needed when preparing for assessments.

Course instructors cannot provide reviews of entire assessments. If you fail assessment attempts, review the provided feedback first, then ask the course instructor specific questions about what you can do to meet the competency standard. Request course instructor assistance as necessary in preparing for second attempts at objective assessments or performance task revisions. Mentors cannot guarantee you pass as they do not evaluate assessments; however, they can provide the assistance and advice necessary to help you succeed.

Reference APA Style

Successful completion of this course of study requires an understanding and application of proper APA formatting. Please review the Purdue OWL APA Formatting and Style Guide for formatting guidelines and solutions for a range of citation types.

If you find yourself in need of additional information on APA formatting, you are welcome to purchase a copy of the most recent edition of the Publication Manual of the American Psychological Association at your own expense.

Obtain Assistance at Smarthinking Writing Center

If you lack confidence in your writing skills or just feel the need for assistance with your writing as you develop some of the portfolio items, the Smarthinking Writing Center is available to help. Your mentor can provide a referral for you to the writing center.
Schedule the Portfolio Assessment Through Your Degree Plan

Before you can submit your portfolio in TaskStream, you must first request the portfolio assessment via your Degree Plan. As a reminder, you should not enroll in the portfolio assessment unless you can complete it during the current term.

For directions on how to receive access to performance assessments, see the "Accessing Performance Assessments" page.

Portfolio Overview

Take a moment to review the following presentation:

- Portfolio Project Presentation [PDF]

The presentation will walk you through the big picture, potential portfolio formats, and other important aspects of the portfolio process.

Portfolio Schedule Checklist

A plan with milestones is invaluable to keep you on track to finish within a reasonable time frame. Fill it out and send it to your mentor, who will monitor your progress to help you stay on track.

As you work your way through the assessment, send an updated checklist to your mentor every week. A template has been provided below:

- Portfolio Schedule Checklist [XLS]

Portfolio Template

To make life a little easier for you, we have put together a Microsoft Word template to help you build your final portfolio report.

- Final Portfolio Report Template [DOC]

Portfolio Exhibit Preparation Phase

What do you choose for exhibits? Where exactly do they come from? The exhibits you choose are important, so spend time discussing them with the course instructor listed in the introduction of this course of study. It is not always easy to tell whether particular exhibits represent competency in particular domains. Careful choices now will make for easier writing later.

Preparing the Portfolio Exhibits

It has been said that for every minute spent in organizing, an hour is earned. Give more than
cursory thought to the process. Discuss with the course instructor whether the exhibits should support the text or vice-versa. Is there a difference?

Choose Four Exhibits

Choose exhibits that support the thesis statement of your integrative essay. Each of your exhibits should demonstrate how you could make practical use of the knowledge gained through your program. Some possible exhibits are listed below:

- a paper you wrote for an academic course
- a project proposal you wrote for work
- a project management plan for work
- a software product you created
- a presentation you gave at work or school
- a marketing brochure you helped put together
- a network diagram you constructed for your network
- a server build-out plan
- pages of a website you developed
- relational databases that you built

*Note: Work performed on contract for third parties or for employers is their property. You must obtain their permission to include the work in your portfolio.*

Review Portfolio Exhibits and Essay With Your Employer (If Work-Related)

If your portfolio is related to your job, you must have permission from your employer. Although WGU portfolio information is not publicly available, information technology faculty and WGU's portfolio grading staff review it.

The only time your portfolio might be made public is if the faculty decides that it is a good example of student work. In that case, WGU would ask permission to place it on e-reserve in the library for examination by other students.

Although some employers are reluctant to allow company data to be used in portfolios, some have given permission for a work-related portfolio if the data are disguised so that the company and/or internal data are not readily recognizable. For example, the company name and individuals within the company can be given pseudonyms. In the case of network designs, IP addresses can be changed.

*Note: It is the responsibility of the student to ensure that work-related portfolios have permission from the company.*

Prepare Exhibits for Submission

There are likely two types of files that you might submit: document files and binary files. Include document files in the main file as appendices to minimize the number of files that you will submit. Name any binary files so that the assessment grader can easily identify them.

**Portfolio Integrative Essay Writing Phase**
There are argumentative essays, cause and effect essays, definition essays, and others. This is an integrative essay, and its purpose is to integrate your IT knowledge domain with other domains in your program. In about five pages, you must describe a major IT trend that is affecting business or other societal organizations and explain how each of your portfolio exhibits relates to the trend. In the process, you will discuss the potential positive or negative effects arising from this trend. Where do you stand on a trend? Beware of espousing all positives or all negatives.

Writing the Essay

Essays are personal. What you write tells the reader something about you. What do you want the people who read this to know about you?

Write Essay Introduction

Essays, in general, have three sections: an introduction, body, and conclusion. Write the introduction section, which presents the topic of the essay. Specifically, you describe a major information technology trend that is affecting business or some other societal entity. The thesis statement of your essay is contained in the introduction section; you will also summarize potential positive and negative effects of this trend.

Write Essay Body

Write the body of the essay, which provides additional information about the IT trend you have selected and offers evidence supporting the thesis. Above all, the body of the essay provides your explanation of how each of the portfolio exhibits relates to the information technology trend you have selected. Finally, you will discuss how the exhibits demonstrate that you can make practical use of the knowledge gained through your degree program.

Write Essay Conclusion

The conclusion summarizes the points raised in the body of your essay. It adds a more complete discussion of the potential positive and negative effects that arise from the trend you presented. The discussion of the positive and negative effects should have the firm support of evidence or information from external sources.

Portfolio Document Preparation and Grading Phase

Just as a quality product must also look good to appeal to potential buyers, your paper must look good to set proper expectations of readers: excellent appearance forecasts excellent work. A lack of attention to detail here will cast the entire project in a poor light, so do not rush this. Do you tend to skip over formatting issues in your word processor because you do not know how to fix them? Resolve any issues you have with formatting; do not leave something undone.

In this final phase, you will assemble all of the portfolio's pieces into a single document for grading. You must make a final check of grammar, mechanics, and APA format. After submitting, your portfolio expect grading to take about five to seven days. If grading reveals deficiencies, you are responsible for modifying and resubmitting your work.

Finalizing the Portfolio for Grading

Now you will properly gather and present the portfolio for grading. A lack of attention to detail here will cast the entire project in a poor light, so do not rush this.
Prepare Portfolio Cover Sheets

The cover sheet should contain the following information:

- portfolio title
- your name
- your degree program
- your mentor's name
- signature block (A space for your mentor's signature and your signature and the date. Your mentor will sign this when the proposal is approved.)

Open the link below to see what the cover sheet should look like

- [Portfolio Coversheet Template](#)

Prepare Competency Matrix

The purpose of the competency matrix is to have you state precisely which competencies you demonstrate in your portfolio. Your portfolio should demonstrate mastery of at least 10 different competencies from the following domains:

- Leadership and Professionalism
- Upper Division Collegiate Level Reasoning and Problem Solving
- Language and Communication
- Quantitative Literacy

The portfolio will also demonstrate competency in at least one of the following Information Technology domains:

- Software
- Networks
- IT Management
- Project Management
- Security
- Database

If you have an area of emphasis in your degree program (e.g., security, network administration, databases, or software), at least one of the selected domains must reflect the emphasis. For example, if you are in the BSIT-Security Emphasis degree program, you must demonstrate competency in the Security domain, although you may also demonstrate other competencies as well. Listed below are sample entries from one student's competency matrix:

**Sample Competency Matrix Entries**

<table>
<thead>
<tr>
<th>Domain / Subdomain</th>
<th>Competency</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership and</td>
<td>Upper-Division</td>
<td>This research report was</td>
</tr>
<tr>
<td>Domain</td>
<td>Competency</td>
<td>Explanation</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Communication and Interpersonal Skills</td>
<td>produced in a professional manner with all the sections necessary to cover the subject successfully, completely, and professionally.</td>
</tr>
<tr>
<td>Language and Communication</td>
<td>Argumentative and Critical Writing Skills</td>
<td>Within my capstone I described and analyzed metropolitan wireless internet broadband, which is an open-ended problem. There can be, at this time, several end-responses to the future of this problem or new technology, depending on the players, technology advancements, and legislation.</td>
</tr>
<tr>
<td>Upper Division Collegiate Level Reasoning and Problem-solving</td>
<td>Upper-Division Assumptions and Values</td>
<td>Within this research project capstone I identified the strengths and weaknesses of metropolitan wi-fi broadband networks and of the different wireless IEEE protocols.</td>
</tr>
<tr>
<td>CIS IT Management</td>
<td>CIS - Information Technology Project Management Skills</td>
<td>Created and defined my CIS research capstone project. Defined main tasks and sub-tasks using MS-Project and created a Gantt-chart.</td>
</tr>
<tr>
<td>Software Engineering and Development</td>
<td>Web Programming</td>
<td>This project capstone helped to show the inter-relationship between the world wide web and metropolitan wireless internet broadband networking, and how this new technology is adding to the versatility of the internet.</td>
</tr>
</tbody>
</table>

In the first column, write the domain to which the competency belongs. In the second column, write the competency you are demonstrating (do not just list a number). In the third column, give a brief explanation of how the portfolio demonstrates mastery of the competency.

Explain how your portfolio will demonstrate your competence in each of the following areas:

- Leadership and Professionalism
- Upper Division Collegiate Level Reasoning and Problem Solving
PFI3 - Information Technology Portfolio
Course of Study

- Language and Communication
- Quantitative Literacy

Information Technology Competency: Explain how your portfolio will demonstrate technology competence in at least one of the following areas:

- Software
- Networks
- IT Management
- Project Management
- Security
- Database

You can find competency lists for each domain in one of two ways:

1. Look in the WGU student portal's "Resources" tab, under "Degree Resources." Follow the link for information technology to a page that has links to each degree's competencies.
2. There is also a "Competencies" tab on each assessment's detail page.

Prepare Other Sections

In this section, you prepare any other documents that are required to complete your portfolio (e.g., table of contents, bibliography, references, appendices).

Compile All Sections of the Portfolio Into a Single Document

At this point, your work is perhaps a collection of individual parts. You must now gather them into a single document. Your portfolio should be a single word-processing document. Review all sections of the portfolio for language, APA format, etc.

Writing Help

As you develop your portfolio, you may not need much assistance. Nevertheless, even the best writers benefit from another set of eyes to help clarify ideas, identify mechanical issues, and apply the APA guidelines. The Smarthinking Writing Lab is available to all WGU students. Your mentor will provide you with a referral to the writing lab if you request it.

Submit Portfolio Report Assessment to TaskStream

Submit your portfolio report assessment to TaskStream. Make sure that you have a backup of the final report, including all attachments.

Revise Portfolio if It Does Not Meet Requirements of Rubric

In the event that your portfolio is deficient, you will get it back with feedback for revision. Otherwise, your Degree Plan receives a "Pass." The link below is the rubric used for evaluation.

- Portfolio Rubric

Final Steps
Congratulations on completing the activities in this course of study! This section will guide you through the assessment process.

**Assessment Information**

The activities in this course of study have prepared you to complete the PFI3 performance assessment. If you have not already completed the assessment, you will do so now.

**Accessing Performance Assessments**

You should have completed the following tasks as you worked through this course of study. If you have not completed the tasks in TaskStream, do so now.

- PFI3: Portfolio Task

For directions on how to receive access to performance assessments, see the "Accessing Performance Assessments" page.

**Feedback**

WGU values your input! If you have comments, concerns, or suggestions for improvement of this course, please submit your feedback using the following form:

- Course Feedback

**ADA Policy**

Western Governors University recognizes and fulfills its obligations under the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and similar state laws. Western Governors University is committed to provide reasonable accommodation(s) to qualified disabled learners in University programs and activities as is required by applicable law(s). ADA Support Services serves as the principal point of contact for students seeking accommodations and can be contacted at ADASupport@wgu.edu. Further information on WGU's ADA policy and process can be viewed in the student handbook at the following link:

- Policies and Procedures for Students with Disabilities