

IDT 603 Portfolio Request for a Graduate Advising Committee Form

Before completing this form, please see the “IDT 603 Portfolio Guidelines” document (http://wiu.edu/cbt/engineering_technology/idt_resources/) for steps and procedures for the portfolio exit option.

1. Name: _____

2. Mailing address: _____

3. Home/cell phone: _____ Best time to call: _____

4. Current job title/Occupation: _____

5. Work: Part time Full time

6. Student enrollment: Part time Full time (9+ hours per term)

7. Work phone: _____

Can we call you there? If so, when? _____

8. E-mail address: _____

9. I am anticipating the following annotated projects for my portfolio report: (Please write a short description of three to four possible projects that build the skills from a minimum of four IDT classes. Examples of responses can be found on the WesternOnline IDT Graduate Advising Area. Submit your response to Question 9 on an attached page.)

10. I anticipate the **completion** of my portfolio report during the following semester and year: (Most students find that the portfolio takes one semester if they are not enrolled in additional coursework.)

Semester: Fall 20____ Spring 20____

11. I have an approved Graduate Degree Plan on file in the Graduate Studies Office: Yes No

(It is the student’s responsibility to make sure that an approved Graduate Degree Plan is on file; the portfolio committee assigned, and the portfolio committee chair consulted.)

12. I understand that my committee will be assigned based on faculty availability and expertise in the area in which I have indicated interest. A committee chair and one committee member are required. If possible, I would be interested in having the following members serve on my committee:

Chair: _____

Committee Member: _____

Email your request form to Dr. Hoyet Hemphill (IDT Program Coordinator) at hh-hemphill@wiu.edu.