

ITT 400 Letter of Intent

All students wishing to develop an ITT 400 portfolio for credit must write a letter of intent. This letter enables the Department of Technology and the Office for Prior Learning Assessment to determine whether a student has the necessary work experience and/or credentials from which to build a portfolio.

The Department of Technology will review your letter of intent to determine whether or not your background and experience are sufficient to enroll in your requested degree program. In conjunction with the PLA Office, the Department of Technology will also provide you with the learning outcomes for your approved ITT 400 portfolio. Your portfolio should demonstrate fulfillment of these outcomes based on your particular experience.

The letter of intent should be formatted as a standard cover letter, and should include:

- Your name, class standing at USM (if applicable), and personal background.
- The degree program to which you are applying.
- A summary of your work history in technology-related fields. This summary should also include any relevant military service and/or supervisory responsibilities.
- A list of certifications or licenses you hold that have granted by state/national agencies or industry organizations
- Any awards or formal recognition that underscores your skills and competencies.
- A description of the skills and competencies that you feel have been most important for your development as a professional in a technology-related field. This description should focus on learning that is not reflected by any formal coursework you have taken.

This letter should be 1-2 pages in length (single-spaced) and addressed to the Office for Prior Learning Assessment, University of Southern Maine.

In addition to the letter of intent, you should also include a current resume that lists your relevant employment and educational history. If you are approved to begin the portfolio process, both the letter of intent and resume will be included in the final document.

Submission and Contact Information

The PLA Office will review your letter in consultation with the Department of Technology. The Department of Technology makes the final determination regarding your candidacy. Please submit the letter of intent and the resume as attachments to Rusty Dolleman, Director of Prior Learning Assessment, at rusty.dolleman@maine.edu. Feel free to contact Rusty at that address with any questions you may have or call 207-780-5909.