
Print Student Name

**Department of Information Studies
DECLARATION OF INTENT TO PRESENT THE PORTFOLIO**

- I. **STUDENT:** Submit this completed form to the Student Affairs Officer in Student Services, 207 GSE&IS Bldg., by Friday of the fifth week of class in the quarter immediately prior to the quarter in which you intend to present. Please signify your intent to present your portfolio by checking the correct quarter. Please print neatly.

Quarter _____

Year _____

SPECIALIZATION:

Archival Studies

Library Studies

Informatics

FOCUS AREA: _____

Please list any internship supervisors and their institutions:

I plan to present my portfolio in the quarter indicated. I have completed the prerequisites, have finished or am taking the core classes and research methods requirement, am in my second/third year of academic residency, am in good academic standing (cumulative 3.0+), and will have all incompletes completed.

Signature of Student

Date

- II. **FACULTY ADVISOR*:** By signing this form, you are indicating that you have consulted with the student who is preparing to present the portfolio in the quarter indicated and that s/he has a plan for further consultation with you about his/her progress and preparation.

Signature of Faculty Advisor

Date

- III. **TECHNOLOGY NEEDS:** Technology is installed in Rooms 111, 121, and 245 for your presentation. For information and policies contact the Educational Technology Unit at etu@gseis.ucla.edu or (310) 825-8365 once your presentation date is assigned.

- IV. **STUDENT AFFAIRS OFFICER** will collect forms and send the list of qualified applicants to the portfolio scheduler and faculty advisor.

DEADLINES for 2011-2012

Presentation in Fall 2011	April 29, 2011
Presentation in Winter 2012	October 28, 2011
Presentation in Spring 2012	February 10, 2012
Presentation in Fall 2012	May 4, 2012

* Faculty members certification as to signature does not constitute the student's readiness to present.