<u>Galway-Mayo Institute of Technology</u>

Higher Diploma in Software Development <mark>&</mark> *Higher Diploma in Data Analytics*

– Work Placement Alternative / Project –

This document contains instructions for the alternative to 'work placement'. Note that this module is a pass / fail module that does not affect the student's overall grade for the programme. Nonetheless, the module must be completed. We have endeavoured to design an alternative that will enhance the job prospects and employability potential of graduates selecting this option.

<u>Instructions</u>

There are three components to this project that you need to complete:

1. Active Engagement with GMIT Careers Service

Full detail of GMIT Careers Service offering is available here:

https://www.gmit.ie/student-services/gmit-careers

You should engage with / make use of the following service:

(i)   *The Next Step Online Employability Toolkit*

and at least *one more* of the following services available to you:

(ii)	*Online Strengths Profiling*	*(v)*	*Online email CV Service*
(iii)	*Online Video Interviews*	*(vi)*	*Online Webinars*
(iv)	*Virtual Chats, E-Guidance*	*(vii)*	*One to Ones (email or virtual meet)*

2. Completion of Professional CV

Create a detailed curriculum vitae containing all information about your past work experience, academic awards and qualifications including details of your work on your H.Dip programme at GMIT, and any other relevant information such as volunteer work and extra-curricular work. (Optionally, acquire a letter of reference from a past employer to be used in future job applications, if appropriate and possible). Your CV should be saved in PDF and DOC formats.

3. Completion of Professional Portfolio

Using **GitHub** (ideally) or an alternative digital repository / project documentation solution (a personal website solution is fine too, for instance), create a series of repositories (or sections) that document and showcase one or more projects from each module / subject you studied as part of your higher diploma programme at GMIT. As your portfolio is not "scored" for the purposes of classifying your overall award, it is perfectly fine to make changes to any or all of

the projects you choose to showcase / highlight if you wish to (*e.g.* feature enhancements, bug fixes, improved documentation / code commenting etc….).

Each repository / section should contain a detailed *README or similar* explaining what is in the repository and how (in the case of code-based projects) to get the code running, a *gitignore* file so that unnecessary files don't get added to the repository, and a *LICENSE* file. Make sure each repository is clean of unnecessary files and folders, that the documentation is free of typographical errors, and that any / all code is well-commented, well-organised, and works. Remember, it is likely that a prospective employer may wish to peruse your portfolio.

Optionally, you may wish to include other projects or project ideas you are working or have worked on. Furthermore, you should make sure that your GitHub profile is up to date with an appropriate avatar photo and name.

Finally, you should create a document (PDF) containing a summary description of the work in your GitHub project portfolio (or website). In it, you should write a quick synopsis (single paragraph) about each of your repositories / sections. You may also with to place this summary document as a README within your repository.

Submission

Once you have completed the above, please "submit" as follows:

- An email to sean.duignan@gmit.ie confirming that you have completed an engagement with the services of the GMIT Careers Services, and attaching the following:

    o PDF version of your CV.
    o PDF summary / overview of your portfolio repository.
    o URL / link to your professional portfolio (*e.g.* Github profile address or web address).