

## **What is an Internship Portfolio?**

Think about your internship portfolio as a collection of artifacts that thoroughly documents the work you have done and the knowledge and skills you have acquired as an intern. It should also help you:

- Assess your learning
- Connect your work experiences with your knowledge
- Reflect on your personal, academic, and career goals
- Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your intellectual and personal growth

Beyond being a final requirement for your internship/fieldwork experience, your portfolio can also provide potential employers with evidence of your work experience. Although not all employers want to take the time to review an entire portfolio, you may have an opportunity to refer to items in your portfolio during interviews and will probably find yourself looking through your portfolio for material to incorporate into cover letters.

## **Instructions for your Final Comprehensive Report/Internship Portfolio**

After your final week, you must submit a final binder with the following materials. ALL materials must be submitted to your academic advisor **at least one week prior** to the beginning of the Fall semester.

The final report must be typewritten, packaged nicely in a labeled notebook, and submitted to the Agency Supervisor for review and then sent to the Academic Advisor. The report will be kept by the Academic Advisor and possibly reviewed by future interns. Students should keep their own copies of what was submitted.

## **Outline for Final Comprehensive Report/Internship Portfolio**

### **Title page**

Title, Name of Agency and Agency Supervisor  
Name of Academic Advisor  
Name of student and internship dates (\_\_\_\_\_to\_\_\_\_\_)  
Location and Contact Information for Field Placement

### **Table of contents**

### **Goals and Objectives**

- What were your goals for this internship? Do you feel that this internship was helpful in reaching your long term career goals?

### **Detailed list of your internship responsibilities**

- What were your specific responsibilities during your placement?
- How did you feel overall about these responsibilities?

**Description of the community (the larger area in which the agency is located).**

- Who did your program/internship site serve in the community?
- Do you feel that you were a good fit for this position in relation to who they serve in the community?

**Agency description**

- Clientele served, objectives, organization, personnel, programs, facilities, fiscal and general administrative procedures. (Please give attention to specifics/details.)

**Personal Reflection**

- Overall, what did you gain from this experience? What did you like and dislike about this experience?

**Evidence of Internship/Fieldwork Projects**

- Provide a brief description of the special projects, programs, or activities you participated in during your experience.
- Indicate what projects went well, what did not work well and how you would improve these projects for the future.
- Provide photographs/materials or other visual aids of your experience if possible.

**Recommendations**

- Based on your internship experience, offer recommendations to BOTH the agency and the university.

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**GRADING for FINAL REPORT**

*Reports will be graded using the following scale for PASS/FAIL.*

**Exceptional** (PASS with commendation)- Integrates diverse experiences, reflections and evidence included in the portfolio in a coherent manner.

**Satisfactory** (PASS)- All required materials present in final internship portfolio.

**Limited** (Revise to meet criteria and respond to feedback)- Uses portfolio more as a file than as a process to reveal growth and accomplishments.

**Unsatisfactory** (FAIL)- Information is incomplete or disorganized.

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**If you are creating your own personal Internship Portfolio you might include the following in your Binders for future employment reference:**

- Personal philosophy statement
- Personal and professional assessment
- Internship and career goals (THESE are VERY important)

- ❑ Detailed description of the agency you plan to work for including who the supervisor will be
- ❑ Copies of class projects
- ❑ Evidence of contact with the intended internship supervisor (including your completed application form)
- ❑ Evidence of the research you did to find out about this internship
- ❑ A final copy of your cover letter
- ❑ Final copy of your resume
- ❑ An example of an interview thank you or acceptance letter (from a real interview or mock interview)
- ❑ A list of references (include correspondence you had with your reference which includes their agreement to be your reference)
- ❑ Biweekly reports and evaluations