

## Internship Portfolio Guidelines

Any portfolio is a creative product, but these guidelines should spark your imagination and help you develop a complete and user-friendly final product.

Think about your internship portfolio as a collection of artifacts that thoroughly document 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

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 mining your portfolio for material to incorporate into cover letters

1. Collect your materials in a loose-leaf notebook. You may want to use plastic sheet protectors for some of the items, especially original documents. You should also use tabbed dividers where appropriate.
2. On the outside front cover and on the spine, display your name, semester, and internship site.
3. The first page should be a title page including the same information as well as the course number (HIST 489), number of credits, and faculty sponsor.
4. The second page should be a table of contents with page or section numbers.
5. The third page should be a letter from your internship site supervisor, verifying that you completed the contracted hours and evaluating your performance
6. The fourth page begins your introductory essay which should:
  - \* Explain why you planned this particular internship
  - \* Describe the job or internship duties
  - \* Describe the organization, agency, or internship site
  - \* Include your internship contract
  - \* Comment on your internship contract, explaining any ways that your work diverged from your plan as outlined in the original contract
  - \* Include your revised resume, reflecting your newly completed internship

7. The next section should document your learning with the following:
- \* Internship log—list of dates and times worked and tasks engaged in
  - \* Samples of internship work—each of these should be preceded by a summary sheet that explains the activity the item documents

Examples:      Reports  
                    Brochures  
                    Agendas  
                    Databases  
                    Proposals  
                    Photographs  
                    Memos  
                    e-mail messages

Other forms of documentation:  
                    Newsletters  
                    Certificates  
                    Newspaper articles  
                    Thank-You notes...

8. Reflective Essay  
In this 5-7 page essay, you should reflect on the meaning of the internship experience for your intellectual development and career planning. You might consider the following questions (But do not simply provide answers to each one. Rather, let them spur your thinking.):
- In what ways did I meet my learning objectives?
  - In what ways did I fall short?
  - How can I interpret these successes and failures?
  - How did this experience influence the way I understand the world?
  - What new insights did I gain into the practices and problems in this line of work?
  - What contributions did I make to this site?
  - What classroom experiences prepared me well for this internship?
  - What coursework or experiences do I need to continue my career preparation?
  - What were the best aspects of this experience?
  - What were the worst aspects of this experience?
  - What do I intend to do differently as a result of this experience?
9. Sample Cover Letter  
This letter should model how you would present yourself for another internship or a job.
10. Internship Placement Site Assessment  
Provide a candid evaluation of the internship experience as it relates to the site and the site supervisor. Would you recommend this internship to another student? (This is a document that I will keep in my files. Your identity will be kept confidential.)