

## Internship Portfolio Guidelines

The Portfolio allows the student to reflect on the most significant events and experiences during their internship. Students integrate these reflections into a comprehensive internship portfolio, which both showcases their specific achievements in the workplace and analyzes the quality of their learning throughout the internship. Contents should be compiled and submitted in a digital portfolio through Blackboard. If you would prefer to submit a hardcopy 3-ring binder contact your instructor. All submissions must be well organized and typed with a title page, table of contents and, otherwise professionally presented. The title page must include: i) the student's name, ii) title iii) name of internship site, iv) enrollment information (course title) and the semester/year.

The Portfolio must include all the following sections and sub-sections (unless it is not applicable to your particular site). Please note that some of the agency information may not be readily available, and students may need to communicate with their site supervisors to obtain it. Please notify your university Faculty Supervisor immediately of any difficulty in obtaining information from your agency.

### Section A: Cover Sheet should include:

- Intern Name
- Concentration
- Internship start and end date
- Site name, address, phone, website
- Site supervisor's name, title, phone, e-mail
- Brief description of site

### Section B: Site Overview

Provide an in-depth overview of the site (or department of site, if the site is exceptionally large). This section should include:

- Introductory Statement
  - Give the name of the site and briefly describe the type of company, park, recreation, leisure service, etc. that this site represents.
  - Provide a map showing the location of the site.
  - Description and understanding of the site governing authority and managing authority (i.e., the legal basis for the site, such as laws of authorization, enabling laws, ordinances, charter, by-laws, regulations)
- History/Development
  - From a historical perspective, how has this site evolved into its present form?
  - What were the stages of development and growth?
  - When and why it was originally founded (including the sub-unit within which you work) in its present location?
  - How big is the site (e.g., park size)?
  - Provide map of site layout (e.g., park – facilities, museum – floors and exhibits, event venue).
- Purpose/Philosophy
  - What is the mission and/or vision statement of the site?
  - What is the site's philosophy or overall goals as they relate to providing products or services to its clientele?
- Personnel
  - Provide an organizational chart and label the names of the key executive officers, managers etc. Also show your place in the site.
  - Give a brief job description for the individuals that an intern might interact with on a regular basis, and include whether they are full-time, part-time, seasonal, and/or volunteers.

### Section B: Site Overview (continued)

- Programs/services
  - What services or activities are offered?
  - How are these services/activities organized and programmed (e.g., when, how often, types of program, group structures)?
  - Include any supporting documentation such as forms, brochures, reports or other professional materials used by the site etc.
- Clientele
  - What populations (e.g., general public, youth, and persons with disabilities, economically disadvantaged) are served? What other socio-demographic information is available?
  - How many individuals are served weekly/annually?
  - What region does this facility or program serve?
- Funding
  - What are the major funding sources for this site?
  - What is the relationship with respect to funding between services and other aspects of the site?
- Problem Areas
  - What are the major areas of concern for the site (e.g., funding shortages, growth in demand for services, increased user fees, hiring freezes, and legal liability issues)?
  - How is the site addressing these issues?

### Section C: Overview of Internship Experience

- Description of how each of the objectives listed on Appendix 2 were met.
- Summary of work responsibilities (job description, assignments, projects)
- Description of how student's tasks, and responsibilities helped to promote site's mission and/or vision
- Professional Development
  - Orientation process and sessions
  - Workshops, conferences, seminars, meetings, etc.
  - In-service training
- Examples of work completed
  - Administrative work performed
  - Correspondence prepared
  - Photographs of events, etc.
  - Program plans
  - Promotional material (e.g., flyers, newsletters)

### Section D: Special Project

- Summary of steps and tasks for Special Project
- Copy of Special Project Proposal (Appendix 8) and actual Special Project
- Include any supporting documentation such as photographs or maps

### Section E: Report Section

- Midpoint Internship Performance Assessment Form (Appendix 7)
- Final Internship Performance Assessment Form (Appendix 7)

### Section F: Final Presentation

- A copy of the final presentation slides created based on the guidelines in Appendix 10 must be included in the portfolio.

### Section G: Evaluation

- Student Evaluation of internship experience (Appendix 11)