

e-Portfolio Guidelines

The Portfolio allows the student to reflect on the most significant events and experiences of their placement. Students integrate these reflections into a comprehensive internship e-portfolio, which both showcases their specific achievements in the workplace and analyzes the quality of their learning throughout the internship. All submissions must be well organized (i.e., table of contents, headings), typed and otherwise professionally presented. The front cover/title page must include: name, title - internship site, enrollment information and the semester/year. The following suggestions are not intended to be all-inclusive, but are only guidelines for the final internship report, which is submitted on Canvas in the proper portal.

The Portfolio should include but is not necessarily limited to the following contents:

Section A: Cover Sheet should include:

- Student name
- Internship start and end date
- Agency name, address, phone, fax, website
- Agency supervisor's name, title, phone, fax, email
- Brief description of agency

Section B: Agency Overview

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

Introductory Statement

- Give the name of the agency and briefly describe the type company, park, recreation, leisure service, etc. that this agency represents.
- Provide a map showing the location of the agency.
- Description and understanding of the agency governing authority and managing authority (i.e., the legal basis for the agency, such laws of authorization, enabling laws, ordinances, charter, by- laws, regulations)

History/Development

- From a historical perspective, how has this agency 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 agency (e.g., park size/small company employees/enrollment of school)?
- Provide map of agency layout (e.g., park – facilities, museum – floors and exhibits, event venue).

Purpose/Philosophy

- What is the mission and/or vision statement of the agency?
- What is the agency'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 agency.
- 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.

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 agency.

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 agency?
- What is the relationship with respect to funding between services and other aspects of the agency?

Problem Areas

- What are the major areas of concern for the agency (e.g., funding shortages, growth in demand for services, increased user fees, hiring freezes, and legal liability issues)?
- How is the agency addressing these issues?

Section C: Overview of Internship Experience

Internship Goals and Objectives

Summary of Work Responsibilities (job description, assignments, projects)

Professional Development

- Orientation process and sessions
- Workshops, conferences, seminars, meetings, etc.
- In-service training

Section D: Examples of Work

Other examples of work completed

- Administrative work performed
- Correspondence prepared
- Photographs of events, projects
- Program plans
- Promotional material (e.g., flyers, newsletters)
- Social media posts, stories, press releases

Section E: Special Project

Summary of special project/results

Copy of actual special project

Include any supporting documentation such as photographs, PPT slides or maps

Section F: Report Section

Midpoint Internship Performance Assessment Form

Final Internship Performance Assessment Form

Section G: Final Presentation

Copy of power point slides

Section H: Photos and Short video

At least three photos, preferably taken at site, including intern in each photo

Short video-see instructions below

*****Additional suggestions for Section H**

Our goal:

- Help prospective students and current students understand what Mason internships are like

Your assignment:

- Create “dispatches” from your internship program: at least one video and three photos, with captions, that can be shared on SRTM social media (Instagram and Youtube) with permission of intern.
- If you have a knack for this and would like to produce more than one video/three photos, feel free to dazzle us.

Some tips:

- Be authentic, be yourself.
- Be concise – videos should be no more than 30 seconds, captions should be no more than 250 characters.
- Hit the highlights and try to distill your experience, i.e. a picture of yourself tying your shoes is maybe not What we're looking for:
- You can talk about any aspect of your internship that you'd like. You can talk about your favorite things, you can tell a funny story. You can be serious or humorous, as long as your tone reflects Mason's core values. i.e. no profanity, no abusive language.