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 must be compiled in a 3-ring notebook. All submissions must be well organized (i.e., table of contents, tabbed), typed must be typed (may not apply to work samples), and otherwise professionally presented. The title page must include: i) student’s name, ii) title iii) name of internship site, iv) enrolment information (course title) and the semester/year.

The Portfolio must include all the following 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:
- Student Name
- Concentration
- Internship start and end date
- Agency name, address, phone, fax, website
- Agency supervisor’s name, title, phone, fax, e-mail
- 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)?
  - 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.
Section B: Agency 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 agency 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 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

- Description of how each of the objectives listed on Appendix 2 was met.
- Summary of work responsibilities (job description, assignments, projects)
- Description of how student’s tasks, and responsibilities helped to promote agency’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
- Hard copy of 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: Evaluation

- Student Evaluation of internship experience (Appendix 11)

Section G: Final Presentation

- A hard copy of the final presentation slides created based on the guidelines in Appendix 9 must be included in the portfolio (students who will not be presenting in person must add notes on each slide).

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