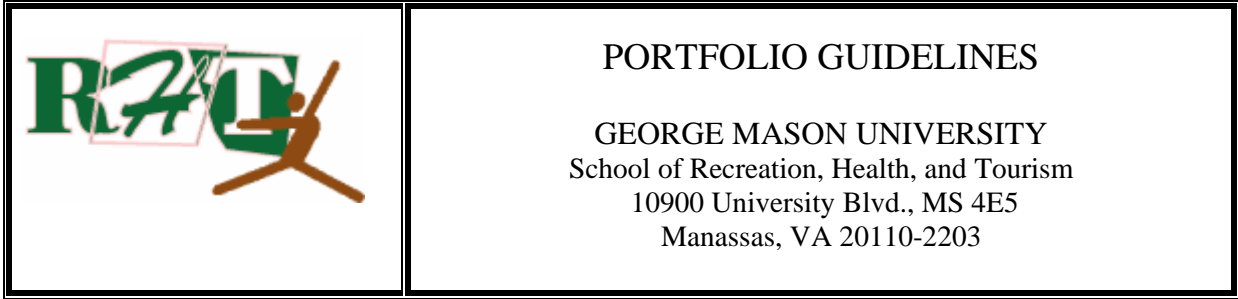

APPENDIX 7



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 portfolio, which both showcases their specific achievements in the workplace and analyzes the quality of their learning throughout the internship. While contents are normally compiled in a 3-ring notebook, other formats for displaying the internship portfolio are acceptable. All submissions must be well organized (i.e., table of contents, tabbed), typed and otherwise professionally presented. The front cover and title page must include: name, title - internship site, enrollment information (e.g. Exercise Science - HEAL490, Sport Management – SPMT490) and the semester/year. The following suggestions are not intended to be all-inclusive, but are only guidelines for the final internship report.

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

Section A: Internship Agency Profile (see Attachment 1)

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).

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PORTFOLIO GUIDELINES

Section B: Agency Overview (con'd)

- 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 etc.
- Clientele
 - What populations (e.g., general public, youth, 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, legal liability issues)?
 - How is the agency addressing these issues?

Section C: Overview of Internship Experience

- Internship Goals and Objectives (as stated in *HFRR Internship Site Confirmation Form*)
- Summary of Work Responsibilities (job description, assignments, projects)
- Professional Development
 - Orientation process and sessions
 - Workshops, conferences, seminars, meetings, etc.
 - In-service training

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Section C: Overview of Internship Experience (con'd)

- Other examples of work completed
 - administrative work performed
 - correspondence prepared
 - photographs of events, etc.
 - program plans
 - promotional material (e.g., flyers, newsletters)

Section D: Treatment Process (TR interns only)

- Referrals
- Initial contact, assessment
- Treatment plans
- Treatment team meetings
- Contact notes/documentation
- Discharge summary
- Quality assurance

Section F: Special Project

- Summary of special project
- Hard copy of actual special project
- Include any supporting documentation such as photographs or maps
- Copy of PowerPoint presentation both printed out and enclosed on disk

Section G: Report Section

- Daily Activity Log of Hours
- Weekly Progress Reports
- Midpoint Internship Performance Assessment Form (Appendix 4)
- Final Internship Performance Assessment Form (Appendix 5)

Section H: Evaluation of Internship Experience

- Student Evaluation of University Internship Program (Appendix 12)
- Student Evaluation of Agency Supervisor (Appendix 13)
- Student Evaluation of Internship Site (Appendix 14)
- Self-Evaluation of Internship Experience (Appendix 15)
- Accomplishments (include any awards, recognition, letters of appreciation, thank you notes, photos or newsletters involving you during the internship)
- Written description of next professional job description (be realistic!)
- Revised Resume (incorporating your newly completed internship)

Section I: Appendices (must be specific to portfolio)

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ATTACHMENT 1 - INTERNSHIP AGENCY PROFILE

Student's Name:

Student's RHT Concentration:

Internship Start Date:

Internship End Date:

Agency Name:

Agency Address:

Phone:

Fax:

Webpage address:

Agency Supervisor:

Title:

Phone:

Fax:

Email:

Agency Description:

[Provide a brief description of the agency including: type [(i.e., legal or corporate structure (i.e. corporation, franchise, NGO, municipal/state/federal government agency)], nature of agency's business [i.e. what type of product or service do they provide, is this a seasonal or year round operation, who are their customers, size of operation (e.g., number of employees, annual revenue/budget, annual visitation, park size)], and any other information that future perspective interns may have about the agency.]