PRACTICUM PORTFOLIO GUIDELINES

Upon completion of the practicum period, students are required to submit their Practicum Portfolio in a 3-ring binder. The Practicum Portfolio must be well organized (i.e., Table of Contents, Tabs included, information must be typed, and otherwise professionally presented). The front cover and title page must include: name of student, name of practicum site, course information (e.g. TOUR 241-XXX) and the semester/year. Portfolios must include all the following information, including samples of work completed during the practicum experience:

I. Introduction
   A. Cover Page / Title Page

   B. Table of Contents – must be tabbed

   C. Practicum Site Profile (two copies: one completed and handed in at the beginning of the experience and a duplicate included in the final portfolio).

   D. Agency Overview
      1. Give the name of the Agency and describe the practicum site including the history, mission statement, type of organization (e.g., corporation, private, government agency, non-profit, etc.), customers, services offered, as well as other special features.
      2. Agency Personnel and Oversight
         a. Provide an organizational chart and label the names of the key officers, managers, board, etc. Also show your place in the Agency.
         b. Give a brief description of the individuals that you interacted with (including your Agency Supervisor) on a regular basis and indicate whether they are full-time, part-time, seasonal, and/or volunteers.
      3. Office Environment. Describe the location where you worked and how it contributes to the overall mission of the agency. Provide a site layout if available. Describe the office space you were assigned and explain how that influenced your experience.

II. Reports Section (Remember you must use the templates provided)

   A. Weekly Reports: At the end of each week you work, you will answer the following four questions below. Responses should be at least fifty words in length and typed in paragraph format using professional language. Give examples throughout to clarify. Include other comments at the end, as relevant.
      1. Describe your principal assignments and responsibilities during the week.
      2. What experiences were particularly rewarding during this report period?
      3. What experiences were particularly disappointing or frustrating?
      4. What skills were learned or applied this week? What expectations do you have for next week? Explain how your expectations from last week were met or not met.

10/26/2015
B. **Midpoint Report**: The Midpoint Report should be e-mailed to your faculty supervisor immediately after you have completed 60 hours (or submitted in the manner required by your faculty supervisor). All questions need to be answered in detail - answers must be typed, and must be at least 50 words long (remember to include the question with the answer):

1. How many hours have you completed as of today?
2. How many hours do you have left to complete (note: the total number of hours required is 120).
3. On what date do you anticipate completing your hours?
4. What have been your key tasks and responsibilities from the beginning of your practicum until now?
5. Name and explain the two most significant, positive experiences you have had during your practicum thus far. **How did you personally contribute to these experiences?**
6. Name and explain the two most frustrating occurrences you have had during your practicum thus far. **What did you do to overcome these frustrations?**

III. **Evaluation of Practicum Experience**: Answer the six questions below in detail.

A. What are the three most important skills you used or put into practice during the experience? Name and give examples of how these skills were used.
B. Briefly evaluate your experience at the site and your site supervisor. How do you think you helped the site in its achievement of its mission?
C. Was the practicum a worthwhile experience? Explain why or why not. Would you recommend this site to other TEM students?
D. Did you feel educationally prepared for the experience? What other measures can TEM program faculty take to prepare TEM students for the practicum experience?
E. What recommendations do you have for the improvement of the practicum experience?

IV. **Samples of Work Completed**: Illustrate the breadth and depth of your experience by including numerous written and visual examples of work you completed.

A. Written examples: (e.g., handouts, correspondence prepared, relevant e-mails, agendas, plans, timelines, etc.).
B. Visual examples: (e.g., photographs, promotional materials, maps, etc.)