

## Final Portfolio for ENGL 493 (Internship)

The final product to emerge from your internship experience will be a portfolio, the purpose of which is to help you document and reflect on the work you've done and the knowledge/skills gained through this experience. This will help your IUP intern coordinator assess your learning in this credit-bearing course, and more importantly, help you articulate your experience-based skills and expertise to future employers with specific excerpts and examples of your work.

Your portfolio must include:

1. A one-page introduction to the portfolio in which you
  - a. Describe the internship site organization and its mission/purpose
  - b. Describe the internship duties
  - c. Explain why you chose this particular internship
  - d. Identify intellectual and professional learning objectives
2. A weekly internship log, in which you list dates and times worked and tasks completed
3. At least two "artifacts" or samples of your work with an accompanying summary explaining that work and its relevance to your duties and/or internship. Artifacts may include written or edited blog entries, social media content (FB posts, tweets, Instagram pics, etc.), reports, memos, photographs of you running an event, programs, etc.
4. A 4-6 page essay in which you reflect on the meaning of the internship experience for your intellectual and professional development. Consider the following questions as you shape this essay (without necessarily answering them all or in this order):
  - a. In what ways did I meet my learning objectives?
  - b. In what ways did I fall short?
  - c. How can I interpret and learn from these successes and failures?
  - d. What, if any, unanticipated experiences arose, and what did I learn from them?
  - e. What were the best and worst aspects of this experience?
  - f. What new insights did I gain into the practices and challenges in this line of work?
  - g. What contributions did I make to this work environment?
  - h. What coursework or experiences prepared me for this internship?
  - i. What coursework or experiences do I need to continue my career preparation?
  - j. How have I grown or changed because of this experience?
5. A one-page letter from your internship site supervisor verifying that you completed the contracted hours and evaluating your performance based on specified internship duties and general professionalism (note: I will also independently verify your work with your supervisor via e-mail).
6. A separate e-mail honestly evaluating your experience of the internship site and site supervisor. Would you recommend this internship to another student? Why or why not? [Note: I will not share this with your employer or share your identity with students. This is strictly to assess whether we should continue to send students, and what kind, to the site.]

This portfolio is due the last day of the semester or summer session of your internship, and your grade will be based on its completion.