

INTERNSHIP PORTFOLIO

Purpose: To establish the core criteria to be completed by all students registered for internship credit to emphasize student learning during academic internships. The portfolio is a collection of the intern's reflections and work examples that documents the learner's efforts, progress, and achievements in relation to the intern's learning goals and academic connections. The student and faculty supervisor should discuss specific portfolio expectations.

Recommendation for Portfolio Structure:

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INTRODUCTION OR PURPOSE STATEMENT FOR INTERNSHIP

(why you sought this learning experience)

COPY OF INTERNSHIP LEARNING AGREEMENT PLAN

Augsburg learning agreement form outlining your specific learning goals, to include:

- Application of concepts/theories/ideas of your major and minor to the internship setting
- Application or enhancement of general education, graduation skills and professional work skills
- 1-2 personal learning goals

ORGANIZATIONAL ANALYSIS

Show evidence of broader understanding of the [internship] organization related to:

1. History, mission and goals
2. Organizational structure and/or organizational chart
3. Organizational culture
4. Policies
5. Formal and informal decision making
6. Organization's impact within the larger community (does the organization give back to the larger community)
7. Diversity in the workplace.
8. Ethical issues that may need to be considered by the organization

LEARNING JOURNAL (see handout on Internship Journals on Strommen website)

Types of journal entries: (length to be determined by student and faculty supervisor)

- How you applied concepts of your major to the work based experience and how you applied and enhanced your general education knowledge and skills
- New knowledge, skills and insights
- Recording of general observations, perceptions, feelings and analysis
- Exploration of questions/issues raised during experience and how searched for answers (showing evidence of critical thinking and problem solving)
- Personal reflections on self-development and sense of how work connects to vocation
Career development, understanding of a profession and personal "fit"
- Professional terminology and vocabulary

EXAMPLES/COPIES OF WORK PROJECTS with explanation of purpose, process and outcomes

OTHER "ACADEMIC" ASSIGNMENTS OUTLINED IN LEARNING PLAN

(i.e., related book or professional journal reviews, topic papers, case studies, etc)

CLOSING SUMMARY PAPER

(If your faculty sponsor does not require you to turn in your journal, incorporate the reflection components of the journal into a more extensive final paper)

FINAL FEEDBACK EVALUATIONS

(Electronic evaluations will be emailed out directly to the student and supervisor two weeks before the end of the semester. Students and faculty will receive an electronic copy of the completed evaluations.)

RESUME (Optional: To include experience and skills learned during internship)