

Internship Portfolio Requirements

Political Science majors who take Internship (POL 444) must relate their experience to prevailing political science, international relations or public administration theory and communicate their learning through an internship portfolio.

The portfolio must be submitted before noon of graduation day for the semester in which the internship is served.

The portfolio is an organized collection of materials that demonstrate and illustrate the variety and quality of the intern's work as it relates to their goals and contract. It is kept in a folder with sub-sections or in an electronic file that includes supporting documentation.

PORTFOLIO FORMAT

1. Collect materials in a loose-leaf notebook (or electronic format). Consider using plastic sheet protectors, especially original documents, and tabbed dividers.
2. On the outside front cover and on the spine, display your name, semester and internship site.
3. Begin with a **title page** that repeats cover information and the course number (Pol 444), number of credits and faculty sponsor.
4. Follow with a **table of contents** with page or section numbers.
5. The third page should be a **letter from your internship site supervisor** that verifies you completed the contracted hours and evaluates your performance.
6. The fourth page begins your **goal statement essay**, which should explain why you planned this particular internship. It should describe the purpose behind your application, detail what type of internship experience you want and what you hope to accomplish. Your advisor may also ask that you describe what you expect a single day of your internship to be like.
7. **Resumes** – Include **two** resumes, and introductory resume and a revised resume that:
 - Describes the job or internship duties
 - Describes the organization, agency, or internship site
 - Includes your internship contract
 - Comments on your internship contract, explaining ways that your work diverged from your original contract
8. **Weekly journal.** Write a journal entry for each week worked, recording the number of hours worked, the types of work that you performed, and observations, thoughts, or comments you want to share relevant to what you learned that day. You should maintain the journal on a weekly basis.

9. **Samples of internship work.** Each should be preceded by a summary sheet that explains the activity and describes your role and the results. Examples are reports, brochures, agendas, databases, proposals, photographs, memos, email, newsletters, certificates, news articles, thank you notes. Include drafts to show your growth during a project. Documents with sensitive material may need site supervisor approval and/or redaction.

10. **Reflective Essay.** In this 5-7 page essay, you should reflect on the meaning of the internship experience for your intellectual development and career planning. Examples of reflections to include would be:

- In what ways did I meet my learning objectives? In what ways did I fall short?
- How can I interpret these successes and failures?
- How did this experience influence the way I understand the world?
- What new insights did I gain into the practices and problems in this line of work?
- What contributions did I make to this site?
- What classroom experiences prepared me well for this internship?
- What coursework or experiences do I need to continue my career preparation?
- What were the best aspects of this experience?
- What were the worst aspects of this experience?
- What do I intend to do differently because of this experience?

11. **Internship Placement Site Assessment.** Provide a 1-2 page candid evaluation of the internship experience as it relates to the site and the site supervisor. Would you recommend this internship to another student? (This document will be kept in the intern director files. Your identity will be kept confidential.)

12. **Internship Learning Agreement and Application**

Helpful information

- You may keep your internship portfolio, but a copy must stay with the department because it meets the university's 420 Upper Level Writing Assignment requirement.
- Several examples of internship portfolios are available in the office for viewing.
- A good portfolio has a professional look. You will want to use attractive binders or cases for your materials. Technology should help keep reproduction costs down.
- Choose a portfolio style that can easily be passed around without a loss of materials. Presentation portfolios allow you to secure video and audio cassettes. Specially designed portfolios allow work that exceeds standard dimensions.
- **Communicate regularly with the intern director** through meetings, telephone conversations or email. You will be asked to talk with the director at least once every two weeks. Contact the director if problems arise or you need assistance.