



## INTERNSHIP PORTFOLIO FOR COMMUNITY WORK

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 internal internship supervisor should discuss specific portfolio expectations.

### Recommendation for Portfolio Structure

#### COVER PAGE

Student's profile

#### TABLE OF CONTENTS

#### INTRODUCTION OR PURPOSE STATEMENT FOR INTERNSHIP(1 page)

Why you sought this learning experience

#### DESCRIPTIVE AND REFLECTIVE SELF-ASSESSMENT

- Descriptive/narrative overview (The "what?"), describing the project/activity (community, community-identified need, project timing, goals, partners, activities, methods, outcomes). (1-5 pages)
- Impact (or anticipated/prospective impact; the "so what?") of the engaged project/activity. E.g., how does/will the project meet the identified need and how do you know? (Summary of evaluations, community feedback, products, materials, reports, publications, etc.); what will/could be done to capture longer-term impacts. (1-5 pages; note, actual documentation should be included in appendices)  
Reflective assessment of exactly how the project/activity incorporated the best practices for community engagement, changes that took place (or modifications for the future) and adaptations to these changes, and impact of the experience upon the applicant's professional and/or personal future, etc. (1-5 pages)
- The appendix of the portfolio should include a log entry of the work carried out on each day and overall experience of the day.

#### RESUME (Optional)

To include experience and skills learned during internship

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Note: The portfolio should be submitted within 15 days after completing the internship period to your department. Late submissions will not be accepted.