

INTERNSHIP PORTFOLIO

Requirements for Internship Notebook

Each intern is required to submit to the university Internship Director a written analysis of the internship experience. This report must use typewritten or computer format. The analysis must follow the outline below and address in sufficient detail each item listed.

Objectives for the Internship Notebook:

1. Provide the intern with information about an organization's structure and function beyond what might be available through typical job duties.
2. Increase the intern's awareness of the many divisions of organizational functioning and professional networks in which the agency participates.
3. Demonstrate an overall understanding of the functioning of the agency.
4. Provide future interns with information about the agency.

Minimum Requirements: Sequence and Content of Sections

1. A summary of the internship: This section should describe the highlight of the internship, major tasks and accomplishments, and a brief statement or report of the most important things you learned. Include a discussion of what preparation of skills gained for you Winthrop academic experience were useful in this assignment. Also, include in this section you recommendation for future internships b Winthrop students to this agency.
2. A description of the community in which the internship agency is located. Describe the geographic, demographic and leisure character tics of the target population. Indicate how the agency uses this information in planning its programs and developing its facilities.
3. Give an explanation of maintenance plans, practices, and procedures.
4. List and describe safety practices and policies that are in place for emergencies. This section must address your understanding of the risk management efforts. Identify also risk that is not being identified.
5. Social significance: address your perception of the social significance as to the reflection of a positive significance in the setting and for you personally.
6. Work Product: This section should included examples of your individual work product.
7. Web-based portfolio: This must contain a resume, personal statement and examples of work product relevant to your career goals. Integrate your technology plus, use LinkedIn.com as a common site for your page and information.