FINAL INTERNSHIP PORTFOLIO

Compile and submit a portfolio at the conclusion of your internship. Your portfolio will be used by your instructor to evaluate and grade your internship. It should include:

1. Internship Logs/Work Reports
   - Fill out your logs *weekly*
   - Make sure your total hours are listed and that they sum to the hour requirements of your internship
   - Your supervisor should sign or initial your time logs

2. Employer Internship Evaluation

3. Self Appraisal - Write a paper (3-6 pages, double-spaced) in which you evaluate your internship experience:
   - What new skills/knowledge did you gain through as a result of your internship?
   - What were the highlights of your internship? (e.g., most valuable experiences, most challenging or difficult experiences, most rewarding experiences, etc.)?
   - What specific personal/professional strengths and weaknesses have you identified as a result of your internship work experiences, self-evaluation, and supervisor’s feedback?
   - If you were to do another internship, what would you do differently?