**Electronic Portfolio Contents – Include each item as separate folder on a CD –**

1. Table of Contents (hard copy)
2. PowerPoint presentation outlining your internship (push and play – slides with sound/voice over)
* Your name
* Your site and site supervisor’s name
* Internship dates
* General job description
* Project focus
* Internship highlights (breakthrough moments, new experiences, accomplishments, etc)
* Early feelings on site, feelings as you complete the internship
* Professional and personal growth
* Impact on future career
* Photos of site, you at work, office space, etc are useful
* Creative professionalism desired (appropriate photos, clipart, sound, etc)
1. Assignments
	1. Learning Contract
	2. Organizational Inventory
2. Final Personal and Professional Goals
	1. Pre-
	2. Post-
3. Logs ( 1 per week)
4. Project
	1. Prospectus
	2. Final Project/Report
5. Internship Evaluation (your evaluation of the site; supervisor will MAIL me their eval)
6. Signed Verification/Time Sheets (hard copy)
7. Final Reflection/Learning Statement (what did you learn about self, others, organizations, field, your future goals)

**Be sure CD and CD case are labeled with your name, your site, term and year of the internship**

**CD and accompanying hard copies as noted are due to ADV as noted on the calendar**