

Internship Portfolio
40 points

Direction: Please put together your portfolio in a one-half inch binder according to the guide listed below.

- I. Cover Page
- II. Table of Contents
- III. Acknowledgement
- IV. Introduction
 - a. Brief description of yourself (e.g. where you are from, interest, etc)
 - b. What has changed since the pre-field interview?
- V. Internship Placement Overview
 - a. Location of the agency
 - b. Health education or health services provided
 - c. Organizational chart of placement agency
 - d. Describe the department/section your internship was housed
 - e. Overview of your preceptor
- VI. Contents
 - a. Brief summary of the contents of the portfolio (items b – m)
 - b. Daily Logs
 - c. Weekly Reports
 - d. Needs Assessment Report
 - i. Meeting Minutes
 - e. Special Project Planning Guide
 - f. Special Project Poster (not applicable for everyone)
 - g. Power Point (if applicable)
 - h. Evaluation questionnaire for special project
 - i. Conference documentation (certificates of attendance or copy program book cover, etc)
 - j. Media you produced (e.g. brochure, flier, handbills, etc)
 - k. Letters or agreements (if applicable)
 - l. Other (materials you want to include)
- VII. Summary of Activities
 - a. Major health education activities accomplished (you may put them in a list format – not paragraph)
 - b. Special Project description
- VIII. Reflection
 - a. How did this internship experience impact your professional growth and development and academic training?
 - b. Challenges and Barriers
 - c. Lessons Learned
 - d. Acknowledgements