



## **INTERNSHIP PORTFOLIO ASSIGNMENT**

### **Corvallis School District**

#### **FORMAT**

- Portfolio should be put in a three-ring binder with all items hole-punched to fit in the binder.
- A cover (or title page) for the portfolio should include the following information:
  - Your full name
  - The words “Internship Portfolio”
  - Name and address of the business where you served your internship
- Include a table of contents naming the items and the page numbers where the items are located.
  - Items should be sorted in the portfolio according to the table of contents.
- All items should be typed. Journals may be handwritten.
- Neatness and a professional presentation are necessary.

#### **CONTENTS**

##### **Section A**

- Internship Learning Contract
- Internship Evaluation (completed by employer and given to you to include)
- Permission forms signed by you and your parent

##### **Section B**

- Reflective journal of at least one page, to include:
  - Dates and times of internship
  - Place/department of internship
  - Specific tasks you completed
  - Skills you were able to practice (technical skills; academic skills; interpersonal, problem solving, communication, teamwork and customer service skills)
  - What you liked doing, what you did not like doing, new skills you learned
  - Thoughts on how your internship will help you reach your career goals

##### **Section C**

- Copy of your current resume, including three references (see handout)
- Cover letter (see handout)
- Thank-you letter to your internship mentor (see handout; you must also send a copy of the letter to your host)

##### **Section D**

- CIS Exploring Occupation Assignment (see handout)
- Report on Sexual Harassment brochure (see handout)