

# Portfolio Requirements

The purpose of your portfolio is to provide me with a comprehensive overview of your academic and professional responsibilities and growth during the course of the semester. Below is a specific checklist of all of the items which your completed portfolio must include in the order given:

- Cover page (include name, banner id, course title, and date)
- Table of contents
- Resume
- Letter of recommendation from employer (typed and in a sealed envelope)
- Final copies of all projects and/or assignments completed during the semester. Each project and/or assignment should include an accompanying brief but descriptive and concise explanation of its purpose and your role in its creation. Please include final versions of all work you have either contributed to or completed yourself on company letterhead, if possible.
- Logs of internship hours completed during the semester (150 hours minimum). Use the log sheets you have been provided with. Each log should include the signature of your employer(s). *Unsigned log sheets will not be accepted.*

Your portfolio should be submitted in a 3-ring binder. Every page inside the portfolio should be **typed** and encased in clear plastic sheet protectors. Use 12 pt font where applicable. Be sure to check your work for grammatical and syntactical accuracy; spelling, punctuation, grammar, or any other mistakes will reflect on your professionalism and attention to detail. Deviations from instructions will result in point reductions. Incomplete portfolios will result in a failing grade for the internship.

Because of the amount of work which your portfolio must include, I strongly suggest you to begin early and continue working on it throughout the semester. This is a semester long project which will take a lot of time to successfully complete; you will be at a great disadvantage if you wait until the last few weeks to begin working on your portfolio.

Feel free to consult with me as needed. In addition to my posted office hours, I am available for appointments.