

## SOC 497 Sociology Internship Digital Internship Portfolio Guidelines

Any portfolio is a creative product, but these guidelines should spark your imagination and help you develop a complete and user-friendly final product. Think about your internship portfolio as a collection of artifacts that thoroughly document the work you have done and the knowledge and skills you have acquired as an intern. It should also help you:

- Assess your learning
- Connect your work experiences with your knowledge
- Reflect on your personal, academic, and career goals
- Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your intellectual and personal growth

Your portfolio can also provide potential employers with evidence of your work experience. Although not all employers want to take the time to review an entire portfolio, you may have an opportunity to refer to items in your portfolio during interviews and will probably find yourself mining your portfolio for material to incorporate into cover letters.

### Portfolio Content

1. Collect your materials in **digital** format. The portfolio will be created using the BlackBoard digital portfolio tool. You can find step-by-step instructions on creating a digital portfolio posted on our BlackBoard classroom site, go to “Portfolio Instructions.”
2. Below is a **template** for the Portfolio. The Table of Contents on the left menu identify the required content. Please use these headings in your own table of contents when creating the portfolio and adding artifacts to your digital portfolio. You can access this template on BB on the Portfolio page by selecting “Portfolios Shared With Me.”

### Portfolio Template

Your Name, # credits, Name of Internship Site

<p>Hourly log and Letter from your internship site supervisor</p> <p>Introductory Essay</p> <p>Evidence (i.e. samples) of Internship Work</p> <p>Reflective Essay</p> <p>Sample Cover Letter</p> <p>Updated Resume</p> <p>Internship Site Evaluation</p>	<h3>Hourly log and Letter from your internship site supervisor</h3> <p>Hourly Log</p> <p>Select "Add Artifact" to submit your hourly log.</p> <p>Select "Add Artifact" to upload letter here.</p> <p>Submit a letter/form from your internship site supervisor, verifying that you completed the contracted hours and evaluating your performance.</p>
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3. The portfolio must include the following sections (i.e. TOC headings) and include the content described for each section:
- a. A **letter/form from your internship site supervisor**, verifying that you completed the contracted hours and evaluating your performance.
  - b. **Internship log**—list of dates and times worked and tasks engaged in during internship hours
  - c. **Internship journal** – weekly summary of internship activities and sociological reflection of the events. Journal entries must be submitted weekly within your portfolio (one entry per week). Please set up the portfolio in the first week of the semester so you can post your journal entries in the first week on.
  - d. An **introductory essay** which should:
    - Explain why you planned this particular internship
    - Describe the job or internship duties \* Describe the organization, agency, or internship site
    - Include your internship contract
    - Comment on your internship contract, explaining any ways that your work diverged from your plan as outlined in the original contract
  - e. **Samples of internship work**—each of these should be preceded by a summary sheet that explains the activity the item documents

Examples:

Reports  
Brochures  
Agendas  
Databases  
Proposals  
Photographs  
Memos  
e-mail messages

Other forms of documentation:

Newsletters  
Certificates  
Newspaper articles  
Thank-You notes...

- f. **Reflective Essay:** In this \*well-edited\* 5-7 page essay, you should reflect on the meaning of the internship experience for your intellectual development and career planning. You might consider the following questions (*But do not simply provide answers to each one. Rather, let them spur your thinking.*):
- In what ways did I meet my learning objectives? In what ways did I fall short?
  - How can I interpret these successes and failures?
  - How did this experience influence the way I understand the world?
  - What new insights did I gain into the practices and problems in this line of work?
  - What contributions did I make to this site?
  - **What classroom experiences prepared me well for this internship?**

- What coursework or experiences do I need to continue my career preparation?
  - What were the best aspects of this experience? What were the worst aspects of this experience?
  - What do I intend to do differently as a result of this experience?
- g. **Sample Cover Letter** - This letter should model how you would present yourself for another internship or a job.
- h. Include your **revised resume**, reflecting your newly completed internship
- i. **Internship Placement Site Assessment** - Provide a candid evaluation of the internship experience as it relates to the site and the site supervisor. Would you recommend this internship to another student? (This is a document that the Sociology Department will keep in SOC files for assessment purposes. Your identity will be kept confidential.)
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**Source:** This document was adapted from Bowling Green State University, Department of History. See: <https://www.bgsu.edu/content/dam/BGSU/college-of-arts-and-sciences/history/documents/history-portfolio.pdf>

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**APPENDIX: INTERNSHIP DIGITAL PORTFOLIO TEMPLATE SCREEN SHOTS**

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**Portfolio Template**

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

**Hourly log and Letter from your internship site  
supervisor**

Introductory Essay

**Hourly Log**

Select "Add Artifact" to submit your hourly log.

Evidence (i.e. samples)  
of Internship Work

Select "Add Artifact" to upload letter here.

Reflective Essay

Submit a letter/form from your internship site supervisor, verifying that you completed the contracted hours and evaluating your performance.

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

**Portfolio Template**

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

**Introductory Essay**

Select "Add Artifact" to upload essay here.

Introductory Essay

Enter your introduction essay which should:

Evidence (i.e. samples)  
of Internship Work

- Explain why you planned this particular internship
- Describe the job or internship duties
- Describe the organization, agency, or internship site
- Include your internship contract
- Comment on your internship contract, explaining any ways that your work diverged from your plan as outlined in the original contract

Reflective Essay

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

## Portfolio Template

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

Introductory Essay

Evidence (i.e. samples)  
of Internship Work

Reflective Essay

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

### Evidence (i.e. samples) of Internship Work

Select "Add Artifact" to upload evidence of internship work.

Samples of internship work - each of these should be preceded by a summary sheet that explains the activity the item documents

Examples might include: Weekly Journal entries, Reports, Brochures, Agendas, Databases, Proposals, Photographs, Memos, E-mail messages, Newsletters, Certificates, Newspaper articles, Thank-You notes, etc...

Select "Add Artifact" to upload samples of your internship work.

## Portfolio Template

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

Introductory Essay

Evidence (i.e. samples)  
of Internship Work

Reflective Essay

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

### Reflective Essay

Select "Add Artifact" to upload your reflective essay here.

In this \*well-edited\* 5-7 page essay, you should reflect on the meaning of the internship experience for your intellectual development and career planning. You might consider the following questions (But do not simply provide answers to each one. Rather, let them spur your thinking.):

1. In what ways did I meet my learning objectives?
2. In what ways did I fall short?
3. How can I interpret these successes and failures?
4. How did this experience influence the way I understand the world?
5. What new insights did I gain into the practices and problems in this line of work?
6. What contributions did I make to this site?
7. What classroom experiences prepared me well for this internship?
8. What coursework or experiences do I need to continue my career preparation?
9. What were the best aspects of this experience?
10. What were the worst aspects of this experience?
11. What do I intend to do differently as a result of this experience?

## Portfolio Template

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

Introductory Essay

Evidence (i.e. samples)  
of Internship Work

Reflective Essay

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

### Sample Cover Letter

Select "Add Artifact" to upload your cover letter here.

This letter should model how you would present yourself for another internship or a job.

## Portfolio Template

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

Introductory Essay

Evidence (i.e. samples)  
of Internship Work

Reflective Essay

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

### Updated Resume

Select "Add Artifact" to upload your updated resume here.

## Portfolio Template

Your Name, # credits, Name of Internship Site

Hourly log and Letter  
from your internship site  
supervisor

Introductory Essay

Evidence (i.e. samples)  
of Internship Work

Reflective Essay

Sample Cover Letter

Updated Resume

Internship Site  
Evaluation

### Internship Site Evaluation

Select "Add Artifact" to upload your internship site evaluation.

Provide a candid evaluation of the internship experience as it relates to the site and the site supervisor. Would you recommend this internship to another student?