All students will complete a portfolio that will be turned in at the end of the summer before the start of senior year. The portfolio must be in a pronged folder and contain the following information, *in order*.

**Portfolio Organization**

**Section 1: Title Page**

* Includes your name, internship placement and graduation year

**Section 2: Table of Contents**

* Identification of each section with the documents included in each section
* The page numbers within the portfolio for each document

**Section 3: Introduction**

* Internship site name with a job description (paragraph)
* Time Sheet with supervisor’s signature
* Internship Waiver and Authorization (completed, signed copy with parent signatures)
* Educational Objectives – what were your objectives for completing the internship?

**Section 4: Documentation of Learning**

* Cover letter to a prospective employer, seeking an internship/job (this should feature the skills and knowledge you acquired during your internship)
* Educational resume (should include your internship)
* Three professional interviews (each on a separate page)
* Reflective Essay
* An annotated bibliography that has 10 entries (each on a separate page) in APA formatting
* A copy of the thank you letter that you sent to your mentor
* Evaluation
	+ If you completed the self-placement option you need to obtain the evaluation from your internship sponsor.
	+ If you were placed, Ms. Miekina will obtain your evaluation.

***\*All of these items, except the time sheet, should be typed in size 12 font.***

***Final Portfolio Checklist:***

**Content:**

□ A resume and cover letter to a potential employer

□ 3 professional interviews

□ A reflective essay about your internship experience

□ A minimum of 10 annotated bibliographies

□ Your evaluation of the workplace (ie. what did you think of your internship location)

**Formatting:**

□ Your paperwork is in a 3-prong folder.

□ Your paperwork includes page numbers, and the pages are in order.

□ Your paperwork is in the following order:

 □ Title Page

 □ Table of Contents

 □ Introduction

 □ Timesheet

 □ Waiver and Authorization (second copy)

 □ Educational Objectives

 □ Cover Letter

 □ Resume

 □ 3 Interviews

 □ Reflective Essay

 □ 10 Annotated Bibliographies

 □ A COPY of the Thank You Letter that you sent to your Mentor

 □ Student Evaluation

□ Your paperwork is all typed – except for the timesheet, wavier and authorization and thank you letter.

***Your portfolio is due on August 17th from 1 to 3 pm in the courtroom!***