EDUC695: Field-based Internship Guidelines for Final Product

The culminating product of your internship will be a portfolio of your work. This portfolio will comprise six sections. Please follow the templates provided so your portfolio will be organized and easily accessible. Be sure to paginate in the top right corner as per APA style. Please use a divider sheet for each section.

The six sections of the portfolio should be organized in this order:

1. **Classroom/Setting you are placed**. Please report on the environment you worked with during your internship. Include information, 1) if you are placed in an instructional situation, such as the number of classes, their location, the number of students in each class, each class’s composition by age, gender, and grade level (freshman, sophomore, junior, or senior); or if you are placed in a research project, such as subjects to study with, scope of the project, instruments to develop and/or use, etc. You may also include any other information that provides a framework to explain any unusual conditions you encountered during your internship.

2. **Artifacts**. Please include a representative sampling of the professional work you produced during the internship. These might include, but are not limited to, syllabi, lesson plans, assessment instruments, handouts, guidelines for assignments, survey/research instruments, data collected. At the end of this section, please comment on any challenges you encountered as you created these artifacts and how you overcame them.

3. **Samples of Student Work**. For this section, please include a representative sample of work produced by your students/subjects. Be sure to include a variety of work such as student papers, exams, and small-group products such as PowerPoint presentations. You may also include photographs that capture student work that might not otherwise be able to be included in the portfolio (if applicable).

4. **Field Experience Supervision**. Please reflect on your professional relationship with your internship supervisor. What specific strengths and weaknesses did you discover about this supervision process? How will this affect your professional growth?

5. **Reflective Document**. Please use the objectives, tasks and evaluation criteria you and your supervisor agreed upon on the Internship Contract to address the following questions in a metacognitive document that examines your internship experience: (a) How did the coursework in your master’s degree program help prepare (or hinder) you for the internship? (b) What have you learned about yourself during the internship? About teaching, learning and/or research? (c) What would you do differently if you were just now beginning your internship?
6. **References.** Please include a list of pertinent resources that helped you with your internship work. These could be print, video, or electronic. Please annotate each item with no more than two to three sentences.