

Portfolio and Journal Guidelines

Career & Professional Development

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The primary learning and assessment tool for your internship experience will be a portfolio. A portfolio is:

“...a purposeful collection of a learner’s work that (a) is assembled over time within authentic settings and (b) documents a learner’s efforts, progress, and/or achievements in relation to a particular purpose or need. Portfolio’s can include both artifacts (products of the learner’s work) and attestations (indirect evidence of successes and progress, as in letters of recommendation and awards). All materials are accompanied by descriptive explanations and commentaries in which the learner defines, describes, and reflects on the accomplishments represented in the portfolio” (MacIssac & Jackson, 1994).

In addition to your portfolio, you should keep a professional journal to record activities and learning that’s taking place on a day to day basis.

Suggested Guidelines

Please use the suggested guidelines below to develop the portfolio and professional journal.

1. At the beginning of your internship, meet with your internship faculty supervisor and discuss the types of projects, papers and activities you’ll include in your portfolio, and write a brief summary of this on the internship application form.
2. Maintain the working portfolio throughout your entire internship experience.
3. The working portfolio includes things that you created or helped to create, and it may contain comments on or reviews of those documents. Examples include pictures, papers, a collection of notes, CD/DVD’s, powerpoint presentations, etc, and should adequately reflect the experience that you have had during your internship.
4. To keep organized, use a standard 3-ring binder or other file folder system.
5. Use your learning goals as a “to do” list and review them weekly.
6. Maintain a daily professional journal to help you reflect upon and remember significant internship activities, thoughts and feelings about the internship. This should NOT be a personal diary of staff gossip, your feelings of being “bored” or “tired,” thoughts on the weather, etc.
7. You may keep the daily journal in a spiral-bound notebook, or in an electronic version. Either way, the journal must be turned into your faculty supervisor at the conclusion of the internship (by way of email, hand-written notebook, or typed pages).

What to Turn in?

At the conclusion of the internship, both the portfolio and journal should be turned into your internship’s faculty supervisor to be included as parts of the overall internship grade.