INTERNSHIP PORTFOLIO AND FINAL REPORT

Upon completion of the internship (at the beginning of the last week of the semester—before finals week), each student is required to submit a portfolio. This portfolio may be in the form of a three-ring notebook or a booklet bound at the left. A three-ring notebook is recommended so that you may add or remove items to use as a career portfolio. The outline below should be used as a guide for completing the portfolio and the final report to be included in it.

I. TITLE PAGE
   A. Title
   INTERNSHIP PORTFOLIO FOR ISAT 419
   B. Author
   C. Submission Information (Submitted to Dr. Sam Chung for Completion of ISAT 419)
   D. Date

II. TABLE OF CONTENTS
   A. Include headings for each item to be included (as listed below), no page numbers needed.

III. ITEMS TO BE INCLUDED (in the following order)
   A. Title Page
   B. Final Report
   C. Weekly Journals
   D. Company Information
   E. Work Samples and Computer Manual
   F. Resume and List of References
   G. Internship Forms and Evaluation

   Directions for Final Report

1. Begin with an introduction about where you worked and some general information about the company for which you worked.
2. Provide a brief description or listing of your major goals and objectives and which ones you accomplished.
3. Include a description of what you did and how you felt various job tasks contributed to your skills or knowledge base. These may be specific tasks you accomplished or may be of a general nature.

Note: You may write the report in first person (using I to describe your personal experiences). It should be double-spaced with indented paragraphs and be about three- to five-pages long.