

TRM 319 INTERNSHIP PORTFOLIO AND FINAL REPORT
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS
TECHNICAL RESOURCE MANAGEMENT PROGRAM

Each student is required to submit a final professionally developed internship portfolio by the Friday morning prior to the last full week of the semester. This portfolio may be submitted as a hard copy bound in a booklet or in a PDF format to the faculty coordinator.

PORTFOLIO SUBMISSION GUIDELINES:

The following outline should be used in completing the portfolio and final report (all sections are required):

- I. TITLE PAGE (Centered)
 - A. Title: INTERNSHIP PORTFOLIO and FINAL REPORT for TRM 319
 - B. Author (Student name)
 - C. Submission Information (Submitted to Dr./Mr./Ms. XXX for the Completion of the TRM 319 Occupational Internship)
 - D. Date of Submission

- II. TABLE of CONTENTS
 - A. Include headings for each section/item to be included. Page numbers are required.

- III. ITEMS to be INCLUDED (in the following order)
 - A. Title Page
 - B. Final Report (See submission requirements below)
 - C. Weekly Journals
 - D. Company Information
 - E. Work Samples
 - F. Resume and List of 3 References
 - G. Internship Forms and Evaluations