

Internship Portfolio Quick Start Guide

The following sections and information should be posted to your digital Internship Portfolio in Blackboard. You will be required to keep daily logs and weekly summaries of your internship work. Also, you will need to report your major accomplishments (projects), job duties, and experience gained. You should post results of your internship objectives and projects, and examples of your work, when possible. Please see the Internship Coordinator or your Advisor for examples and forms. You will be required to develop your portfolio in the Environmental and Occupational Health Science organization Blackboard site as a digital portfolio. The Internship Coordinator or your Advisor can assist you with the journal and Blackboard site. In the Blackboard journal you will be able to upload files, record journal entries, and store information, this will be your portfolio. For example, you can complete your portfolio as a Word document and store this in your journal, you can save excel files, presentations, or any file that is a product of your internship.

Go to the Internship Portfolio folder under Content to access the digital Internship Portfolio. All entries should be neat, very legible, and defensible. Make sure to use the forms stored both as Word documents and PDF files to fill out important information that is required, such as your internship site work agreement, internship placement information sheet, daily and weekly logs, internship completion form, student evaluation, and EOHS student self assessment. Make sure to get the appropriate signatures on specific forms and scan and save in the digital Internship Portfolio on Blackboard.

Each student that completes an internship will be required to present the major outcomes and results of their work in a presentation. This may be done in a seminar session, classroom setting or internship symposium defended before faculty members and students. The student will defend how the internship met the core EOHS competencies of Assessment, Management, and Communication. There are subcategories within each core competency that may be represented. However, it is the student's responsibility to demonstrate the importance of the internship to EOHS and how it meets the core competencies and any sub-competencies. Basically, present your internship and its importance to EOHS. Tell us about your experience and the major outcomes and results. Explain what you learned through the internship process.

Digital Internship Portfolio Components

These contents should be added in a Word document that is then added as a file to the digital Internship Portfolio on the Blackboard system. You should add a file for each section. Also, you can upload your activity logs and summaries for each week. Make sure all required forms and information outlined below is included. Required forms and Final Report Components are highlighted in **Red** below. All forms are available as PDF or Word files under the Internship Portfolio folder in the EOHS organization Blackboard site.

1. **Site Work Agreement (Appendix A in Internship Manual)**
2. **Internship Placement Information Sheet (Appendix B in Internship Manual)**

3. Daily activity logs and summaries (Form may be found in Appendix F of the Internship Manual. These must be posted directly to the digital portfolio.)
 - a. Fill out an activity log for each day that you work
 - b. As part of the log, summarize the major accomplishments for the day
4. Weekly Summaries (Form may be found in Appendix E of the Internship Manual. These must be posted directly to the digital portfolio.)
 - a. Provide a page that summarizes each week of work
 - b. For each week you work you will have one page
 - c. The summaries should describe your major goals and accomplishments for the week, and skills that you learned and/or applied
5. You must complete an Internship Final Report. Your report must include the sections below. Each component or section of the report must be uploaded to the digital portfolio or uploaded as one Word document. It is suggested that the Title Page, Table of Contents, List of Figures, and List of Tables be uploaded together in one file or be contained in your Final Report. Discuss this with your Internship Advisor if you have questions.
 - a. Title Page
 - b. Acknowledgements (This is not required. However, it should be included to acknowledge those that guided or assisted you in the internship process.)
 - c. Table of Contents
 - d. List of Figures (If figures are included in the report. These may also be placed in an Appendix. If in an Appendix these should be numbered and have a title according to APA style.)
 - e. List of Tables (If Tables are included in the report. These may also be placed in an Appendix. If in an Appendix these should be numbered and have a title according to APA style.))
 - f. Introduction to the Internship – Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)
 - i. General description of the work site (# employees, location, etc.)
 - ii. Description of the process for acquiring the internship (How did you get the internship?)
 - iii. How were you introduced to the company and employees?
 - iv. What were the job duties that were described to you?
 - v. What were the primary objectives of the internship?
 - g. Methods and Work Tasks - Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)
 - i. Description of methods used to carry out your work tasks, conduct assessments, and address each major objective/task/activity.
 - ii. Describe the Standard Operating Procedures (SOPs) your followed. If the organization did not have SOPs in place, please state that. If they required you to use SOPs from another organization or agency describe that process.
 - iii. Describe the general work process that you conducted within your internship. Describe the work practices and procedures you were required to complete for each task/objective.
 - iv. If you conduct sampling and analysis describe the methods.
 - v. If you conduct data analysis describe the methods.
 - vi. Describe training(s) that were part of your internship.

- h. **Results – Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)**
 - i. Provide the results of your work practices and procedures in this section, if possible.
 - ii. Some information may be confidential so you may have to summarize the results of your work. Also, you may need to discuss the confidentiality and the lack of data presented.
 - iii. Include a discussion for each major internship objective, project, task, and/or major accomplishment(s).
 - iv. If you have raw data sheets, a plan, and/or a document you have produced include that in this section. This may include training presentations, SOPs, work reports, or other forms you completed through the internship at the workplace. If you have produced a report, proposal, or other document for the agency or organization, include that in an Appendix, and refer to the document and Appendix in this section of the report. Present the results in a table or graph. Discuss the results and what these mean for your internship worksite.
 - v. If you conduct sampling/analysis, then present the results of the sampling/analysis.
- i. **Discussion - Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)**
 - i. Describe any guidelines/regulations you followed. Such as OSHA, NIOSH, EPA, State, or other guidelines and regulations. Specify how you evaluated if the guidelines/regulations were followed or met.
 - ii. If you provide a service, then describe the results of your service.
 - iii. If you can't provide the data in your portfolio (confidential) then provide a description of the methodology you followed, the number of samples/analyses you did, and the types of samples/analyses. If you are developing documents describe the type of documents, how you went about researching and developing the information, and describe the intended use of the documents.
 - iv. Discuss the importance of your internship to the field of Environmental and Occupational Health Science and your current education.
 - v. Discuss the importance of your internship to your future career.
- j. **Evaluation - Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)**
 - i. In this section you will evaluate your experience and the Internship Site
 - ii. Provide a written summary that explains or answers the following:
 - 1. What you liked/disliked about the internship?
 - 2. What you learned?
 - 3. Would you recommend this work site for someone else?
 - 4. What work practices or procedures would you change at the organization or agency, included SOPs, environmental and occupational practices, and policy to better protect human health and/or the environment?
 - 5. What were the primary competencies that you practiced?
 - 6. How did your internship prepare you to be an EOHS professional?

- k. **Conclusion - Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)**
 - i. In conclusion, what were the greatest benefits of your internship?
 - ii. In conclusion, what would you change about your internship or do differently? If it was exactly what you expected and it went extremely well, state that.
 - iii. Provide concluding advice that you have for other students that will go through the internship process. What advice do you have for other students in the program that will do an internship?
- l. **Appendices and Miscellaneous (or create another section(s), if appropriate) – Part of the Final Report (Upload as a Word file to the digital portfolio. You may create one Word document file and upload the entire Final report at the end or upload each section as a separate Word document.)**
 - i. Include any additional information in this section.
 - ii. You may have appendices for raw data or methods you used for your Internship.
 - iii. You may present a major work product in an appendix.
- 6. **Internship Completion Form (Appendix C in the Internship Manual)**
- 7. **Student Evaluation Form – to be completed by the internship preceptor/supervisor (Appendix D in the Internship Manual)**
- 8. **Self Assessment of EOHS Competencies (Appendix H in the Internship Manual)**
 - a. Assess each core competency
 - b. Assess each sub-competency
 - c. Explain how you met each competency in your internship and program of study. If a competency was not met in either indicate, as such.

Portfolio Presentation (PowerPoint) and Oral Defense Guidelines

- 1. Time requirement – 30-40 minutes
 - a. 20-30-minute oral presentation
 - b. 10 minutes of questions
- 2. **Oral Presentation (Open Forum) (20 to 30 PowerPoint Slides) – use PowerPoint or another presentation software (Upload the Portfolio Presentation - PowerPoint File to the Digital Portfolio)**
 - a. Introduction to the Internship (5 to 10 slides)
 - b. Review of Internship Objectives and Tasks (up to 2 slides)
 - c. Internship Results (may include methods, 5 to 10 slides)
 - d. EOHS Competency Self-Assessment (use the Self Assessment form of EOHS Competencies – 2 to 3 slides)
 - e. Evaluation
 - i. Describe the major challenges, difficulties, and successes related to the internship. (One slide – bullet points)
 - ii. What you learned? (One slide)
 - iii. How has this internship helped you advance in your field?
 - 1. Short term goals (One slide)
 - 2. Long term goals (One slide)
- 3. Defense Discussion with Faculty and Students
- 4. Alternatively, the Internship Coordinator or course instructor may require a poster presentation that will be presented, or another creative presentation format, such

as a forum. If another format is required, it will replace the Presentation and you will upload that file.