

This syllabus was used previously for this course and can be used as a guide for students choosing courses. The syllabus changes each semester and may be different upon students' arrival.

SYLLABUS

MESSIAH COLLEGE PHILADELPHIA CAMPUS INTERNSHIP PROGRAM

Weekly Seminar: Tuesday evenings: 7:45 - 9:30

Monthly Seminar sessions: 7:45 - 9:30 one seminar each month*

(*Specific dates TBA at the beginning of the semester)

FACULTY

Debi Peterson

Philadelphia Internship Coordinator

Office in 2030 building (just past staircase that goes up)

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Office phone number: X7465

INTERNSHIP PROGRAM MISSION AND GOALS

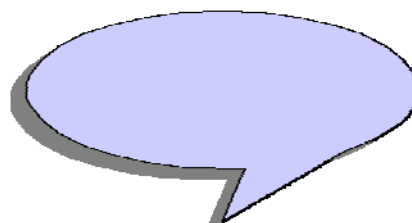
The mission of the Messiah College Internship Center is to honor God by educating students in self-directed learning, self-assessment, career exploration, faith integration, and professional development and by serving as a contextual learning resource center for the communities we serve in the United States and abroad - students, faculty, site sponsors, and college/university internship professionals.

Internships represent a learning strategy that integrates practical work experience with a directed, reflective, academic component to help you develop personal, professional and academic competencies. The workplace will be your primary textbook and laboratory to begin understanding the professional world; however, you will need to go beyond the common experiences of an employee. Study, critical thinking, reflection, theoretical and/or conceptual exploration must supplement your work experience to help you develop new skills and knowledge.

A primary and fundamental goal of the Internship Program is to introduce you to, and to help you develop, the competency of self-directed learning. This will likely be a very different learning experience than what you have encountered thus far in your educational career. At times, it will be very difficult, but we believe it will be a rewarding and beneficial educational experience in preparing for your career. We are committed to helping and supporting you in this new learning endeavor. The other goals of the internship program are for you to develop in the areas of self-assessment, career exploration, faith integration, and professional development.

INTERNSHIP REQUIREMENTS & GRADING

Requirement/Activity	INT394	INT395
Learning Objectives, Job Description & Professional Card	10%	10%
Reflective Papers	20%	20%
Internship Class	30%	30%
Work Performance/Employer Evaluation	20%	20%
Masterwork Portfolio	20%	20%
	<hr/> 100%	<hr/> 100%



The best of all teachers, experience.
-Pliny The Younger. *Letters, 1.20*

INTERNSHIP CLASS

The internship classes are designed to bring you together with interns from various disciplines to process and reflect upon what you are learning and experiencing at your internships. Attendance and participation are mandatory and will be considered as part of the overall grade for the internship.

All assignments will be graded on spelling accuracy and grammar, as well as the other items mentioned in their respective descriptions later in the syllabus. Assignments will drop one full letter grade for each day they are late.

Americans with Disabilities Act:

Any student whose disability falls within ADA guidelines should inform the instructors at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services.

WORK PERFORMANCE

Job Description/Work Assignments

It is extremely important that you clearly understand what your sponsoring organization and supervisor expect from you. What responsibilities and duties will you have? What are you expected to accomplish by the end of the internship? How will your work performance be evaluated?

Meet with your site supervisor and clarify your job description in writing. In many cases, the sponsoring organization may already have a written job description to review with you. If not, take the initiative to put into writing what you understand your supervisor desires, and ask your supervisor to review and approve it. Submit a copy of your job description to your internship advisor and include a copy in your portfolio.

Employer Evaluations

The Internship Center will email notification to your site supervisor regarding completion of online evaluations at both the mid-point and at the end of your internship experience as described below.

Mid-Term Evaluation

Both you and your site supervisor will fill out online forms. After completing them, you and your supervisor are to meet. During this time you are to compare/contrast and discuss the evaluations. If the evaluations are mailed, completed copies must be sent back to your internship advisor.

Final Evaluation

The final evaluation is more comprehensive than the mid-term and will be completed only by the site supervisor. We ask your supervisor to use the final evaluation as a basis for offering feedback to you. This evaluation addresses essential aspects of your work performance. These aspects include meeting the time commitments of the internship (duration, punctuality, attendance) and your attitude, each of which can impact your grade.

SELF-DIRECTED LEARNING

A significant portion of your internship is based upon a self-directed learning approach. The following section discusses the basic concepts behind self-directed learning, why it is being used and how it applies to your internship experience.

What is Self-Directed Learning?

"In its broadest meaning, self-directed learning describes a process in which individuals take the initiative, with or without the help of others, in diagnosing their learning needs, formulating learning goals, identifying human and material resources for learning, choosing and implementing appropriate learning strategies, and evaluating learning outcomes." ¹

Applying this approach to your internship means that you will assume a leading role in taking responsibility for learning that is to occur. You will establish learning goals, identify activities and resources to pursue those goals, and provide documentation of your accomplishments and outcomes. Your internship advisor will provide guidance, instructions, parameters, resources and feedback to help you. The work site supervisor, in addition to providing a meaningful work experience, should also be viewed as a resource person and potential mentor.

Why Self-Directed Learning?

It's a very effective learning approach:

- ✦ You should experience greater motivation, because you set your own goals.
- ✦ You are likely to learn more and at a deeper level.
- ✦ You will tend to retain and make continued use of what you learn.

It matches your emerging development as an adult:

- ✦ You are becoming more independent.
- ✦ You desire less control by other adults (parents & teachers).
- ✦ You are taking increasing responsibility for your life.

It is a competency that is necessary for future life and work:

- ✦ You must be able to cope with a rapidly changing world.
- ✦ You must learn new knowledge/skills as others become obsolete.
- ✦ You will see the necessity for learning outside of the classroom.
- ✦ You must use life experiences as resources for growth/development.
- ✦ You will become a lifelong learner and excel over those who don't.

"Clearly, we are not talking here about something that would be nice or desirable; neither are we talking about some new educational fad. We are talking about a basic human competence - the ability to learn on one's own - that has suddenly become a prerequisite for living in this new world."²

Self-Directed Learning Assessment

Self-directed learning requires the development of several competencies (see the sheet "Competencies of Self-Directed Learning Sheet" - at the end of the syllabus). The academic portion of your internship requires you to develop these competencies. Your internship advisor will be assessing the effort you put into the development of your learning objectives, how you carry through on those objectives, how

¹ Knowles, Malcolm. *Self-Directed Learning: A Guide for Learners & Teachers*, 1975, p.18

² *Ibid*, p.16-17.

well you maintain a working portfolio, and the final development of your Masterwork Portfolio. These will demonstrate how well you have obtained these competencies.

LEARNING OBJECTIVES

Introduction to Learning Objectives

Learning objectives are your strategic plan for what you intend to learn during the internship experience. They form a written agreement negotiated between you, your internship advisor and your work site supervisor. A written plan helps you direct, manage and reflect upon the learning process for your internship. Each objective you formulate should have the following three components:

- A.) Learning Objective: *What it is that I want to learn?*
- B.) Activities/Resources: *How am I going to learn it?*
- C.) Evaluation/Verification: *How am I going to demonstrate what I learned?*

Guidelines for Writing Learning Objectives

Begin with a perspective that you are making a contract with yourself. You are identifying what knowledge, behavior, competencies, attitudes and values YOU wish to develop. These learning objectives are YOUR plan (not your site supervisor's, nor your internship advisor's, nor your parent's) that outlines how you will attempt to reach your goals and when you will know that you have reached them.

Work to identify learning objectives that are most relevant for you.

- ✦ Reflect upon your prior educational and life experiences.
- ✦ Consider your future aspirations. What will move you from where you are currently to where you desire to be?

Begin by brainstorming responses to the following general questions:

- ✦ "What do I most want to explore, understand or learn during my internship?"
- ✦ "How would I like to change or be different by the end of my internship?"
- ✦ "What will make me more marketable to an employer or graduate school?"
- ✦ Once you have developed a list of possible objectives, review the list and try to prioritize them. Which ones are most important to you? Do the objectives support academic, professional and personal concerns?

Determine the minimum number of learning objectives you must complete:

Hours/Week	INT394 - Monthly Class	INT395 - Weekly Class	Min. # of Objectives
10	4 Credits	6 Credits	2
15	5 Credits	7 Credits	3
20	6 Credits	8 Credits	4
25	7 Credits	9 Credits	5
30	8 Credits	10 Credits	6
35	9 Credits	11 Credits	7
40	10 Credits	12 Credits	8

You are now ready to prepare the first draft of your learning objectives. Follow the format specified on the "Sample Learning Objectives" pages for your set of objectives.

Now, try to think of activities and resources that you will use to reach your objectives. What work activities and assignments will help you reach your objectives? What resources outside of the work site may help you reach your objectives? Consult with your internship advisor, work site supervisor, co-workers, departmental faculty, peers and the "Learning Objectives Tip Sheet" for ideas. Attempt to quantify where possible (e.g. - Read 2-3 journal articles).

Also, try to indicate specific ways that you will demonstrate progress or accomplishment for each learning objective. What work projects might provide evidence? What other tangible items would

verify your progress? How will you demonstrate that learning has occurred? How will someone outside of your major/profession understand your verifications? Again, you may wish to consult with others for advice and ideas.

First Draft of Learning Objectives

For the first draft of your learning objectives, consult with your work site supervisor. Elicit his/her feedback on the feasibility of your objectives in that work context. Also, ask for advice on resources and ways to demonstrate accomplishments (use the "Learning Objectives Tip Sheet" for ideas). Be sure to follow the format of the following sample objectives.

Final Copy of Learning Objectives

After a final review with your supervisor, both of you are to sign and date the learning objectives. Keep the original in your working portfolio and submit copies to the work site supervisor and internship advisor. Be sure to follow the format of the following sample objectives.

Review your learning contract throughout the internship, and check your progress in each objective. If questions arise, consult with your internship advisor. Your progress and achievement will be both monitored and evaluated through the internship class, site visitation (where feasible), employer evaluation and portfolio presentation.

IMPORTANT: Your learning objectives are dynamic, not static. If you realize one of your objectives needs to be modified, or changed completely, it is possible. Talk with your internship advisor first (and as soon as possible).

SAMPLE LEARNING OBJECTIVES

Objective:

To learn the stages involved in publishing a magazine - from development of a theme to final production and distribution

Activities/Resources:

1. Interview the publisher and managing editor
2. Read back issues of the magazines
3. Perform research for, and participate in, brainstorming sessions
4. Attend staff editorial meetings

Evaluation/Verification:

1. Include a narrative in my portfolio explaining key concepts I have learned
2. Include work samples (edited copy, story ideas, and/or articles) that demonstrate I understand how the magazine is developed and how I can effectively contribute

Objective:

To observe and better understand schizophrenia and the clinical treatment for this mental illness

Activities/Resources:

1. Observe & interview staff and doctors who are part of a schizophrenic patient's care team
2. Observe, firsthand and through charts, patients diagnosed with schizophrenic tendencies

3. Find/read three current articles on schizophrenia in academic journals

Evaluation/Verification:

1. Include a case study of a client in my portfolio
2. Summary of research, with annotated bibliography of resources
3. Reflective commentary on how my understanding has increased/changed

Objective:

To develop skill in the administration, scoring, and interpretation of neuropsychological tests

Activities/Resources:

1. Read manuals of test given to patients
2. Observe the administration of tests in neurology rehabilitation
3. Administer neuropsychological tests under supervision and, ultimately, on my own
Score and interpret tests

Evaluation/Verification:

1. Include citations of manuals read
2. Include samples of tests, and scores given and collected
3. Include a reflective commentary on the impact of this data on the client's life

Objective:

To learn how to inventory an archaeological collection

Resources/Activities:

1. Learn to identify artifact types of the 18th and 19th centuries
2. Study collections already completed
3. Read three or four published references on artifact types
4. Inventory a catalog unit

Evaluation/Verification:

1. Letter of attestation from my supervisor verifying my ability to inventory
2. Photos of the inventory process with accompanying explanations
3. Reflective commentary on readings and participation in process

Objective:

To learn how legislation is researched and written

Resources/Activities:

1. Ask co-workers to describe the process
2. Examine previous research and final written legislation
3. Participate in background research for a potential bill

Evaluation/Verification:

1. Reflective summary of research and writing process
2. Chart of factors involved in writing legislation
3. Section of legislation where I, or previous students, have contributed

Objective:

To understand the role of exercise specialists within corporate and community wellness settings

Resources/Activities:

1. Conduct an interview with the corporate wellness coordinator
2. Participate in health fairs

3. Participate in hospital and community wellness programs
4. Write an article for a hospital newsletter
5. Create a flier for a wellness program

Evaluation/Verification:

1. Summary / reflective commentary on interview and experiences
2. Samples of articles written and fliers created

LEARNING OBJECTIVE IDEAS



Resources/Activities Options & Ideas:

What on-the-job training, experiences, projects and/or activities will directly support your learning objective(s)?

- ✦ Orientation
- ✦ Training sessions (internal & external)
- ✦ Work projects/activities
- ✦ Experiences in other departments within the organization
- ✦ Attend meetings within the organization (staff, team, department, board)
- ✦ Site visits to other organizations
- ✦ Attendance at meetings, conferences, professional organizations
- ✦ Shadow or observe other professionals

What kinds of reading can college faculty, Internship advisor(s), work site supervisor and/or colleagues recommend to you?

- ✦ Professional Journals; Literature; Articles
- ✦ Discipline-related Literature (Textbooks; periodicals; articles; etc.)
- ✦ Career-Development resources (library, software info)
- ✦ View of Work (current & future trends)
- ✦ Christian perspectives on work and/or profession

If you would know the road ahead, ask someone who has traveled it. - *Chinese saying*

Other "activities/resources" ideas could include:

- ✦ Internet resources; literature searches; information
- ✦ Research
- ✦ Information interviews w/ professionals and/or co-workers
- ✦ Career Development inventories (personality, interests, values, etc.)
- ✦ Career Development workshops (resume, interviewing, job-hunting)
- ✦ View CDs, DVDs, Streaming Video or Videotapes
- ✦ Listen to audio instructional programs
- ✦ Journaling/Reflective Writing - react in writing to experiences/activities
- ✦ Critical Incident Analysis
- ✦ Contact professional associations
- ✦ Seek professional mentor; develop relationship
- ✦ Compare class concepts with workplace experiences
- ✦ Discussions with peers
- ✦ Discussions with faculty advisor
- ✦ Regular meetings with worksite supervisor
- ✦ Case study
- ✦ Biographies/Autobiography
- ✦ Comparative Studies
- ✦ Look for model/excellent work samples
- ✦ Maintain working portfolio

- ✦ Attend lectures/presentations

Documentation/Verification Ideas

Artifacts or Work Samples:



Agendas
Audiotapes
Brochures
Budgets
Case Notes
CDs / DVDs
Contracts
Cost analyses
Correspondence
Databases
Demonstrations
Designs/Artwork
Displays & Exhibits
Documentation
Financial Reports
Flyers
Lab Reports

Attestations:
Articles (about you)
Certificates
Citations & Awards
Commendations

Academic and Misc. Samples/Items

Annotated Bibliography
Career Inventories
Case Study
Journaling (*summary* of sections - beginning, mid-point and end of experience)
Idea File/Listing
Information Interview
Notes (*summary* of them)
Presentation Notes
Reading Reviews/Reactions
Reflective Commentary/Essay
Research Paper
Resume

Legislation
Manuals (you have created)
Newsletters
Newspaper Clippings
Photographs
Podcasts
Posters
Press Release
Printouts
Program Outlines
Proposals
Software Presentations
Spreadsheets
Survey Reports
Videotapes
Webpage Designs

Evaluations
Pictures (of You)
References
Thank You Notes (sent to you)

PROFESSIONAL CARDS

Professionals often exchange cards as a means of introduction and networking. Even though you are an intern, you should have your own card. You may use them in committee meetings, at community events, association gatherings, luncheons, receptions, and job/internship fairs. Turn in one (1) card to your campus intern coordinator. It must include your internship site and be printed on Avery Card Stock (inkjet-8371 or laser-5371).

<p>Paula Marketur pm2222@messiah.edu / pmarketur@hotmail.com Spring 2007 Intern</p>  <p>Messiah College Box 8888 Grantham, PA 17027 717 796 0000</p> <p>Major: Marketing Graduation: May 2007</p>	<p>James Englise je1111@messiah.edu</p> <p>Messiah College Major: English Graduation - May 2007</p> <p>College Address: Box 9999 Grantham, PA 17027 717.796.0000</p> <p>Interning at: Central PA Magazine P.O. Box 2954 Harrisburg, PA 17105</p>
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A template resource is: <http://office.microsoft.com/en-us/assistance/HA011912461033.aspx>

REFLECTIVE PAPER #1 - Organization Analysis

It is essential for a new person to become familiar with his/her organization as quickly as possible. Read the attached adaptation from The Experienced Hand: A Student Manual for Making the Most of An Internship. Throughout the first few weeks, record your thoughts and observations. Use the organization's website, or a brochure, to learn the mission and goals of the organization. Prepare a three page typewritten paper which has each of the following as sub-headings - your internship site's mission and goals, organizational structure, supervisor/co-workers, and culture. Indicate the sources you consulted. Also, include a one-page organizational chart. Microsoft Word templates may be found at: <http://office.microsoft.com/en-us/templates/FX100595491033.aspx>. In the search box, type "organizational chart" and select one for download, then modify it for your organization. Submit your paper and organizational chart as a Word attachment through email.

Brain Starter for Reflective Paper #1 - Organization Analysis (adapted from The Experienced Hand by Timothy Stanton and Kamil Ali)

Learn from Your Internship Organization

The people, events and issues running rampant in your internship organization often comprise an unlimited curriculum in social science, organizational development, politics and the humanities. Below you will find aspects relevant to most organizations, including your internship site. These topics and questions will help you sort through the information you have acquired to date.

First Impressions

When you first arrive at your internship, write down and catalog your first impressions of the place and the people. While the setting is still new and strange, you will be able to see your surroundings with a certain freshness that will disappear as you settle into the work routine and become less of an outsider. Questions and hunches which you develop early in your internship (e.g., "I wonder why there are so many meetings?") are the ones that really help make sense of the organization later on. Even

though you may not be required to write on every aspect mentioned below, these questions should help you organize your impressions.

The Organizational Setting - governance structure, personnel, clients/customers:

- ✦ Does your organization have a board of directors? What is the governance structure like?
- ✦ How do employees dress? Are they in suits, lab coats, or casual clothes?
- ✦ How do you feel when you are there?
- ✦ How does your section fit into the total organization?
- ✦ Are there any recent changes that your organization and section are responding to (e.g., new leadership, loss of income)?
- ✦ Who are the clients/customers of your organization?

Your Organization's Mission and Goals

The mission statement provides the reason for the organization's existence. Beyond the mission statement, some organizations have clear, specific goals and objectives for their work and others do not. Usually there are reasons for both situations. What are the goals of your organization? Do they reflect actual practice?

To find out answers to these questions, not only will you have to talk to people in the organization, you may also have to read their website, public relation materials, annual reports, etc. In short, although most organizations are entirely open about their objectives and are willing and eager to discuss them, you may have to investigate further by talking with your supervisor and co-workers. If you sense this sort of conversation would be difficult in your office, take your supervisor to lunch!

The Organizational Environment

Your Supervisor

- ✦ What motivates him/her? What is he/she aiming for professionally and/or personally?
- ✦ What sort of supervisory style does he/she use with you? Other workers?

Co-Workers

- ✦ What are the names of your co-workers?
- ✦ What are their backgrounds, education, or other qualifications for the job?
- ✦ Do they enjoy their work? Why or why not?

Leadership

- ✦ Who are the leaders in your organization? Who makes things happen?
- ✦ Is there a particular administrative assistant who seems to have power? Why? How is he/she influential?

REFLECTIVE PAPER #2 - Transferable Skills

In the years ahead it may not be the academic major you studied that secures you a job (and allows you to keep it); it will most likely be the transferable skills you possess. First, search the web and select three (3) websites to learn more about what transferable skills are. Then, take a brief survey at: www.d.umn.edu/student/loon/car/self/career_transfer_survey.html

Prepare a three page typewritten paper which has each of the following as sub-headings in your paper: descriptions (and URLs) of the three websites you visited - especially comparing differences in definitions and lists of skills, the results of your personal survey and an analysis of how you use those skills in your current internship, and finally how you plan to develop skills in your areas of weakness. **Attach your revised resume showing your internship site and transferable skills.** Submit as a Word attachment through email.

DIGITAL PHOTOS

Take a minimum of three (3) photos of yourself at your internship site. They should include at least one shot with you, your supervisor and the organization logo, and then a couple others of you working. These photos have multiple uses. First, and foremost, they are documentation you can use in your Masterwork Portfolio. The college may also use them at some point for internal and/or external communications. You may use your own camera or borrow one from a friend. If neither of those are viable options, you may sign out one from Debi.

RESPONSE / INTERACTION PAPER to our MCPC Common Text for the semester

Write a 2-3 page paper responding to and interacting with the text

- Discuss the questions or issues that the book raised for you.
- Delineate any action that you desire to take after reading this book.
- Select at least three passages that generated a significant response from you. Discuss how and why you reacted to these passages

WEEKLY SEMINAR STUDENT READING ASSIGNMENTS:

Throughout the weekly assignment schedule there are assigned readings and required 'notes' on the reading. Please use the Interactive (Dialogic) Note-taking format (sample include at the end of this syllabus) for interacting with the assigned readings each week. Since you are doing your interacting with the text in these weekly assignments, you are not required to write a response / reaction paper.

REFLECTIVE PAPER #3 - Executive Summary

An executive summary is a concise report of a project, a book, an article, an event, etc. Prepare a two page typewritten report, which summarizes your internship experience. It should include: information about the organization, the responsibilities and expectations you had when you first began the internship, work/projects you have accomplished, new skills or understandings you've acquired, future plans and how they have been influenced by the internship, how well prepared you were for the experience, and what recommendations, if any, you would make to your academic department in order to better prepare future students for an internship like yours. Follow the sample below. Think of it as a condensed version of your portfolio. Submit as a Word attachment through email. This assignment will also serve as the Executive Summary component for the Masterwork portfolio. If you have questions, visit: <http://writing.colostate.edu/guides/documents/execsum/>
A copy of this will be sent to your Messiah College Academic Advisor.

SAMPLE

EXECUTIVE SUMMARY

SAMPLE

FALL INTERNSHIP - DANA SCULLEY FAMILY STUDIES

Introduction

During the Spring of 2007 I interned at Pinnacle Health Systems as a Child Life Assistant. Pinnacle Health employs over 1,000 employees in four locations within the greater Harrisburg area. My supervisor was Ms. Lisa Taylor.

I developed four learning objectives, along with appropriate resources for accomplishing them and several means to verify my completion of them. The objectives were to learn how children deal with the stress of pre and post-surgery, to research ...

Work/Projects

Most of the work I completed revolved around three major projects - development of an interactive stress-reduction program for children awaiting surgery, a class for parents...

Learning

I began this internship with more than a little trepidation, but as I approach the end of my twelve weeks, my self-confidence has grown tremendously. Several new skills and abilities have been acquired over this time. Not only did I learn how to develop effective programs, but I also learned that children...

Future Plans

As a result of this internship, I have decided to attend graduate school for a Master's degree, in preparation for the Child Life profession. To better my chances of being accepted into graduate school, I'm planning on working this next year with a hospital or other related agency...

Preparation/Recommendations

My studies have proven to be very useful to me. I was able to see and better understand a number of issues discussed in classes. Of particular use were portions of Dynamics of Family Interaction, especially the module on...

If I could make a recommendation to my academic department, it would be...

INTRODUCTION TO PORTFOLIO

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. Portfolios 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."³

WORKING PORTFOLIO

Throughout your internship, you will compile a working portfolio. A working portfolio is simply all work of a particular kind from your entire internship experience. Neither you, nor your internship advisor, screen the samples that are placed in the working portfolio. As long as you are at least temporarily finished with a piece, it is dated and placed in the portfolio. The chief characteristic of a working portfolio is its completeness and lack of selectivity.

Guidelines

- ✦ Maintain a working portfolio throughout your entire internship experience.
- ✦ Use a standard 3-ring binder or other file folder system.
- ✦ Include every item associated with your internship experience (academic assignments and work-related items).
- ✦ Use your learning objectives as a table of contents, and organize your portfolio into sections for each of them.
- ✦ Use your learning objectives as a "to-do list" and review them weekly.
- ✦ Maintain a log/journal to help you reflect upon and remember significant activities, thoughts, and feelings.
- ✦ Keep the portfolio with you at work and bring it along with you to all internship classes.

MASTERWORK PORTFOLIO

From your working portfolio, you will select particular items to include in a final Masterwork Portfolio, which demonstrate that you have accomplished your learning objectives. As the name implies, a Masterwork Portfolio is a sampling of your best work. It presents the most significant samples, chosen by you with guidance from your supervisor and advisor, of what you have achieved. The Masterwork Portfolio represents your ability to engage in the process of goal setting, selecting, comparing, self-evaluating and presenting your work.

Guidelines

As you enter the final month of your internship, begin to select and assemble the items you wish to include in your Masterwork Portfolio. Remember, this is not a submission of everything already contained in your working portfolio. Select those items that best demonstrate, or verify, your progress

³ Doug MacIsaac & Lewis Jackson, "Assessment Processes & Outcomes: Portfolio Construction", in *Experiential Learning: A New Approach*, 1994, p.64.

and achievements in each of your learning objectives. Prepare your Masterwork Portfolio in a manner that you would be proud to present in a future job or graduate school interview.

Samples

You may view excellent, select sample components of Masterwork Portfolios at:

http://www.messiah.edu/external_programs/internship/student/portfolio.html

Format

- ✦ Title Page
- ✦ Table of Contents
- ✦ Executive Summary
- ✦ Job Description (Work Objectives)
- ✦ Signed Learning Objectives with Verification (reflective commentaries and samples)
- ✦ Updated Resume

[Note: The Masterwork Portfolio often takes the form of a three-ring binder, but you are not limited to that. You may wish to consider alternative media such as web pages or CDs. Feel free to discuss options with your internship advisor.]

Title Page

The title page should include the following information: Your name; Name of internship site; Name/title of site supervisor; "Messiah College Internship Center"; Name of Internship Center Advisor; Semester & Year the internship occurred.

Table of Contents

Prepare a separate page listing all primary items/sections in your portfolio. You may also want to include divider pages with labeled tabs for each section in your portfolio, in accordance with your table of contents. There is no need to provide page numbers since portfolio contents may be added or deleted as necessary.

Executive Summary

Use the two-page Prescribed Assignment for this section. Remember, this executive summary is a concise report of your complete internship experience. It should include information about the organization, your responsibilities and the expectations you had when you first began the internship, work you have accomplished, new skills or understandings you've acquired, how well prepared you were for the experience, and what recommendations, if any, you would make to your academic department in order to better prepare future students for an internship like yours.

Job Description

Include a copy of the written job description or work objectives that your internship site established for you.

Learning Objectives - Reflective Commentaries & Samples

This is the "heart" of your portfolio. Provide evidence of your accomplishments and/or progress for each of your learning objectives (as were signed by you and your internship supervisor). Portray any new knowledge/competencies that you have obtained. Discuss any areas for improvement that you identified and any new directions for continued growth. Include the items that you have selected to demonstrate what you have learned and accomplished. Be sure to include your signed Learning Objectives.

- 1) Begin each section with a divider page presenting the learning objective.
- 2) *Samples* - If you are providing samples (brochures, spreadsheets, certificates, articles you have written, etc...), you need to describe and define what the items are (taking care to explain any

special symbols or jargon) and how they were accomplished. Some questions you should seek to answer about each sample are:

- ⊕ What have I learned as a result of this activity?
- ⊕ What new knowledge or skills have I gained?
- ⊕ How has it changed my beliefs, behavior and/or values?
- ⊕ What are the implications for me?
- ⊕ Did it have an impact upon anyone else? If so, how?
- ⊕ What must I do now, or in the future, to continue learning in this area?

What is the hardest task in the world? To think. *Ralph Waldo Emerson. "Intellect"*

3) **Reflective Commentaries** - If your evaluation/verification takes the form of a reflective commentary, you should seek to answer the same questions as in #2 directly above.

Note: If you have interviewed several people, summarize what you learned; do not include the questions and answers provided by each person. If you want to include journal entries, only include summary portions; do not include page after page of your writing.

Resume

This should be an **updated resume**, which lists your internship as the most recent work experience - i.e., listed first under a work experience category. The resume should document your achievements and/or skills utilized during the internship. We recommend that you use the Career Center resources - workshops, resume critiques, print material and helps on their webpages.

MASTERWORK PORTFOLIO PRESENTATION AND EVALUATION

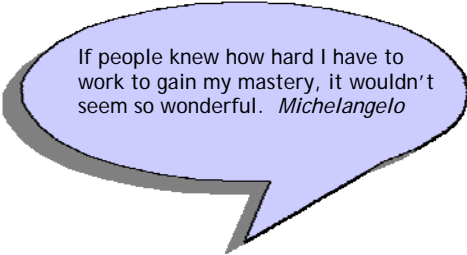
Site Supervisor's Review

Your supervisor will be evaluating your portfolio in your End of the Semester evaluation process. Therefore, you are to schedule an appointment with your site supervisor to present your portfolio.

Discuss your work and learning accomplishments by verbally presenting items highlighted in your Masterwork Portfolio. The Internship Center will ask your site supervisor to verify the contents of the Masterwork Portfolio, check for confidentiality, and to offer professional feedback. This meeting should also provide an opportunity to debrief your internship experience and celebrate your accomplishments.

Internship Center Advisor

Submit your completed Masterwork Portfolio to your Internship Center advisor on or before May 2nd. Your Internship Center advisor will evaluate your portfolio based upon the criteria in the following rubric, "Masterwork Portfolio Assessment," along with the report from your site supervisor. You will be able to pick up your graded portfolio from the MCPC main office May 7th.



If people knew how hard I have to work to gain my mastery, it wouldn't seem so wonderful. *Michelangelo*

