

## INTERNSHIP AND PRACTICUM PORTFOLIO REQUIREMENT FOR GRADING PURPOSES

Your grade for the Internship or Practicum will be based on the information you present in the Portfolio that represents your work and experience in that course. The Portfolio should be in a three-ring binder and the sections should be separated by dividers. However, please do NOT sheath each page in clear plastic page holders.

The Portfolio should be organized in the following outline and sequence.

1. Title or cover page that includes your name and email address, HRD 696: Internship or HRD 697: Practicum, Semester and Year, and identify the name of the organization and department in which you carried out your Internship/Practicum.
2. A copy of the negotiated “letter of understanding” between you, the authority at your workplace and the program director. This is an agreement which the HRD program director should have approved in consultation with you and your employer.
3. A summary statement that describes what you did and what you learned through the internship, particularly regarding HR practices in the workplace, working with others in a HR capacity, and about the student’s personal growth. As part of that summary statement, you should also identify and describe the specific projects on which you worked, indicating the work you did in preparing, executing and/or carrying out each project. It would be expected that this document should be a minimum of 10 pages.
4. Your history of time spent each week working on these projects in the form of a timesheet. A standard form is available at:

<http://www.towson.edu/careercenter/student/intworklog.doc>

In those situations in which either hours or duties are not going to meet the minimum standards, students should explain the discrepancy and consult with the Program Director as soon as possible to consider an alternative, supplemental submission.

5. Appendices. The last section should include copies of materials, reports, tasks, assignments, activities and so on that were discussed in Section 3. Generally, all the materials should be presented in an easy to access and review format. This material would be samples or examples of the actual projects prepared, created and/or delivered by the student, like:

- A video-tape of a training program conducted
- A copy of a new employee training booklet
- A copy of an evaluation report
- An example of a procedure developed or managed

Consult with the faculty advisor in regard to questions or issues about protecting any proprietary or confidential information about the employer).

Due Date: Submit to the Program Director no later than the last day of classes for the semester.