



## INTERNSHIP PORTFOLIO

AFNR 4993 – Internship in Agriculture, Food and Natural Resources

Intern: \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

60 – 69%

Marginal, in need of significant improvements

70 – 79%

In need of major improvements

80 – 89%

In need of minor improvements

90 – 100%

Excellent in content, organization, and style

CRITERIA	COMMENTS / SUGGESTIONS	POINTS	SCORE
<b>Organization</b> – portfolio was well organized, including a Table of Contents.		15	
<p><b>Reflection Paper (Narrative)</b> addressing what you learned with regard to the 15 learning outcomes (common employability skills that all employees should be skilled at regardless of their position within a business, organization, or government agency).</p> <ul style="list-style-type: none"> <li>• Include at least 10 of the 15 most prevalent employability skills utilized or practiced during your internship.</li> <li>• Focus on <b>HOW</b> you applied (provide specific examples) the skill in your internship and <b>WHAT</b> you learned about yourself.</li> <li>• Connect to evidence by describing <b>artifacts</b> that demonstrate your application of the employability skills.</li> <li>• Address which skills are your strengths and which ones you need to continue to “fine tune.”</li> <li>• Focus on the quality of your responses versus quantity. Narrative should be 6 – 8, double spaced, pages.</li> </ul>		60	
<p><b>Artifacts</b> documenting your application and implementation of the common employability skills during the internship. Artifacts should be described in your reflection paper, including:</p> <ol style="list-style-type: none"> <li>1. When the artifact was created.</li> <li>2. The purpose and use of the artifact.</li> <li>3. What you learn as a result of creating the artifact.</li> </ol> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Verbal Communication – presentation plan/video</li> <li>• Resource Management – project budget</li> <li>• Client/Customer Service – written correspondence</li> </ul>		40	
<b>Quality of Artifacts</b> – professional in appearance and of high quality.		35	
<b>TOTAL</b>		150	