

FMST 397: Internship in Family Studies

Portfolio Requirements

Purpose:

The portfolio provides a visual display of students' internship, education and experiences in family life education. The portfolio is your opportunity to showcase the knowledge and skills you have gained and the achievements you have earned while a student at Towson University. Furthermore, the portfolio is your opportunity to reflect on the meaning of your educational experiences and to express your philosophy of family life education and who you are as a professional.

General Information:

The portfolio displays you to another person and should be developed in a professional manner. Writing style and content are important as are organization and creativity. Keep in mind the following requirements:

- The portfolio must be bound.
- The portfolio must be neat.
- The portfolio must be organized. Students are strongly encouraged to place similar documents together, label sections and use a table of contents.

Part One: Internship Specific

Section 1: Preliminary Approval (FMST 297 Pre-approval Folder)

- Initial Objectives
- Completed Worksheets
- Original résumé

Section 2: Paperwork

- Signed contract of agreement
- Signed hour log
- Completed mid and final evaluations/signed

Section 3: Reflections

- Learning Plan
- Journals
- Revised Résumé and Cover Letter
- Thank you letter to supervisor/community agency

Section 4: Final Paper

- Please see handout for specific requirements

Section 5: Appendix I (optional)

- Examples of projects completed
- Pictures of visuals created

Section 6: Site Information

- Organization's Brochure
- Business Card of Supervisor
- Student Site Evaluation Form

Part Two: Academic Preparation, Service Learning and Professional Plans

1. **Academic Preparation:** This section of the portfolio should showcase your academic achievements and preparation. You may also want to include certificates of academic awards and honors you have received. Display your knowledge of the 10 Family Life Education (FLE) Content Areas. For each content area, please include the following:
 - A short definition of the content area. If you are quoting or summarizing, use proper citations.
 - A list of courses you have taken that are relevant to the area. Explain how the courses have developed your competence in this FLE content area.
 - Describe or provide sample product from your coursework that showcases your expertise in this area, such as a paper you wrote or project. Do not include copies of lecture notes or handouts from the course instructor.

2. **Service Learning:** This section of the portfolio should showcase your service learning experiences. In this section, please include the following information:
 - A definition of service learning. If you are quoting or summarizing, use proper citations.
 - A brief description of the service learning, internship, and volunteer activities you have undertaken while at Towson University.
 - Copies of evaluations (other than your internship evaluations, which will be placed in section 2) completed by the supervisors of your service learning experiences.
 - A sample product from your service learning activities that showcases your expertise.
 - You may also include letters of recommendation and letters of thanks you received for your participation.

3. **Professional Plans:** This section should display your professional plans and philosophy. Please include the following:
 - *Professional Identity Statement:* Include a 3-4 page statement of your professional philosophy. Share your own ideas about the following:
 - Discuss from your track view point how your academic coursework has prepared you for future career goal.
 - What makes you a good candidate for your future career or graduate school? Please provide specific examples of how you might sell your academic background to possible employers or for graduate school admission.
 - *Self Assessment:* Include a brief description of your strengths and weaknesses. Please give one specific example of a strength and one specific example of a weakness, describe a situation in which you realized your strength/weakness, discuss the outcome of the situation and how you will make decisions in the future based on this information. Information gained through your service learning and Senior Seminar (if applicable) experiences may be useful in developing this section.
 - *Life Course Planning:* Describe your short-term and long-term goals for advancing your education, advancing your career, professional membership, and community service.