

WEST VALLEY COLLEGE
FASHION DESIGN INTERNSHIP FD84

INTERNSHIP PORTFOLIO

Bring on **Dec. 17, 2004** a completed portfolio of your internship experience. The format of this portfolio is up to you. IT should include documentation of the various activities you did during your internship. Photographs and other visuals are required. It should represent the activities you completed and the skills you developed during the internship. Include your supervisor's reports, and all paperwork associated with the internship. IT must have a cover sheet, table of contents and be word processed in an easily read 10 or 12 point font, double spaced on white paper. Rules of grammar and punctuation are strictly applied.

You will present this to the class on **Dec. 17, 2004**. **There will be no extensions of assignment deadlines.**

Submit an end-of-semester portfolio documenting the internship. While it is up to the student to select the mode of presentation, a loose-leaf binding of some kind is suggested.

The portfolio must minimally include:

- Eight (8) color or black and white photographic prints (4"x6" or larger) documenting the internship site, projects completed, the intern "in action", or other images to create a sense of place. These images can be scattered through the chapters or all in one chapter. Each image must have a caption identifying the scene, action or individuals.

or

- Eight (8) examples of forms or other paperwork completed by intern on the internship site. This may be spec sheets, order forms, quality control forms, etc.
- Cover sheet
- Table of Contents
- Introductory chapter providing the basic details of where the internship took place, who supervised you, why you choose the site for your internship, and what you hoped to get out of the internship.
- Chapter providing both general and specific information about the site. (You may use your organizational chart project)

- Chapter listing all skills used and developed.
- Chapter summarizing what kind of activities you were engaged in, significant accomplishments, any interesting discoveries made, difficulties or problems encountered and what you personally and professionally got out of this internship. Feel free to include anything else that you feel is worth mentioning. (Use your journal entries for information)
- The original, signed Supervisor's Evaluation.