To receive academic credit for HONR 410, students enrolled in the class must submit a Final Internship Report and Portfolio. The Report and Portfolio will serve to document your activities during the internship, and will also give you an opportunity to reflect on what the internship taught you and meant to you. The Report should consist of 2000-2500 words. The Portfolio can contain any of a wide variety of materials generated during your internship. (Of course, no confidential or proprietary materials should be submitted with the portfolio.)

**The Final Report and portfolio are due by the last day of classes (not the last day of finals) for the semester and should be submitted electronically to Dr. K (jodik@umbc.edu).**

**A. The Final Report**

The subheadings below suggest a way to organize your Final Report, and give you some indication of the kind of issues you should consider. You may also include anything else that you think is important or relevant:

*1. The internship experience*

What kind of work does the institution or organization where you interned do? What is its role/mission/purpose? How did you find out about and why did you choose this organization? What were your functions and responsibilities?

*2. Reflections on your internship experience*

Was this internship a good fit for you? What were the most useful parts of the experience? What were the least useful parts? What did you most and least enjoy? How has your perception of the organization where you interned changed? How will the internship affect the rest of your career at UMBC, and your career after you leave UMBC?

*3. Self-assessment*

How would you grade your own performance during your internship? What were you best at? What were you least good at? In what respects do you think you showed the greatest improvement? What is the single most important thing you learned about yourself during the internship? Do you believe you played a role in improving the organization’s performance, and if so, how?

*4. Conclusion*

Would you do it again? Why, or why not? And if you did it again, what would you do differently?

**B. The Portfolio**

The Portfolio is an opportunity for you to showcase the work you did during your internship, as well as to flesh out your description of the organization. You may include a wide variety of material in your portfolio: annual reports or organizational literature; materials you used in presentations or briefings; reports you compiled; correspondence; article reviews or literature summaries you may have written; photographs and recordings/video of buildings, projects, models, plans, prototypes, events and functions, artwork; copies of relevant publications; self-assessments or assessments by supervisors; etc. These materials should be accompanied by brief explanations. (Your internship may be one in which you work with sensitive materials, and you should not include anything in your portfolio of a sensitive nature. If this is the case, please make a statement to that effect.)

**C. Grading Policy**

HONR 410 is a pass/fail course. The final grade for the course will be based on a qualitative assessment of the final report and portfolio, any other assignments or documents that are available and the materials provided through the Career Center’s PRAC course. Passing PRAC is required. The course director may meet with the student, or consult with the placement supervisor, at any time during the internship placement.