

Global Internship Program Portfolio Guidelines

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Introduction

International Students who wish to receive academic credit for the KNU Global Internship Program are required to submit a portfolio record of their internship experience. The portfolio is meant to be an evidence-based reflection on student learning outcomes derived from the internship experience. To help students format their entries, guiding questions have been added to each section indicating the type of content information that students should provide in their reflections.

The format and visual design of the portfolio is based on pre-set specifications. This guideline contains information on those specifications and suggestions on how to complete the portfolio in a timely manner. For your convenience, hyperlinks have been included in the electronic version of this document to allow faster navigation.

Getting Started

Please through this entire guide before you begin creating your evidence portfolio; take note of all content and design requirements – this will help you save time and avoid additional revisions at the end of your semester.

Keep in mind that the process of creating a portfolio can be very time consuming. We strongly recommend that you start work on the portfolio as soon as possible. Remember that portfolios must be approved by the portfolio advisor before credit is awarded. Give yourself enough time to make additional revisions if needed and to submit the revised final draft before you leave Korea.

If you have any questions regarding the portfolio requirements, please contact the portfolio advisor at knu.iwc@gmail.com (subject: Internship Portfolio).

Required Components & Sections

All portfolios must contain the following components and sections (except where indicated as optional).

- 1. COVER PAGE**
- 2. INTERNSHIP OVERVIEW**
- 3. PROJECT PROPOSAL (IF NEEDED)**
- 4. PROFESSIONAL DEVELOPMENT**
- 5. CULTURAL EXPERIENCES**
- 6. FINAL REFLECTION**
- 7. ACKNOWLEDGEMENTS (OPTIONAL)**

The following guidelines will explain the specific requirements for each.

Portfolio Components & Entry Requirements (Key Information)

1. COVER PAGE

The cover page must contain:

- The name of the program (**KNU Global Internship Program**) at the top of the page
- The document title: **Evidence Portfolio**
- A **professional looking photo** of you, the intern
- Your full name
- The name of the company or organization you worked with

2. INTERNSHIP OVERVIEW

In this section, provide an overview of you, your objectives for joining the internship program, your place of work, and your work-related duties as an intern

Note: Aside from the photos, the information for these sections can be presented as bullet points. All components: the Intern Profile, Objective Statement, Company Profile, and Job Description should appear on one page.

The Intern Profile

- A photo of the intern
- The intern's full name
- University Major
- Home University Name
- Internship dates (Start date – Finish date)

Objective Statement

- A brief statement of why you applied for the internship program, i.e. what you hoped to gain from the experience and/or how it links to your own career objectives (how it relates you your academic field of study).

The Company Profile

- A photo representing the company and/or office in which the intern worked
- The official name of the company
- The name of the department where the intern worked
- The complete address and contact details for the company

Job Description

- A brief statement or list of your primary work duties (i.e. what were your main responsibilities as a member of staff?)
- NOTE: this can be based on information provided to you by your employer. Otherwise you can insert this information as a summary of the work you did during your internship.

3. PROJECT PROPOSALS

It sometimes happens that participating companies do not have sufficient work for international interns, and as a result, interns find themselves with little or nothing to do during their scheduled work hours. In this situation interns are advised to create and propose a work-related project or series of tasks that they can complete during their internship (this may also include team projects that involve other interns in the same company).

Such proposals can focus on what you see as the immediate needs of the office or company in which you work; or it could be a proposal to develop something new for the company using your own skills set. The important point is to *be proactive* and to find creative ways to make the most of your internship.

NOTE: If you have been given sufficient and meaningful work to do during your scheduled work hours, you do not need to submit a project proposal.

The Project Proposal must contain:

- **A title** explaining the proposal
- **A summary** of what will be done in the project (**Note:** Team projects must specify the primary roles and responsibilities of each team member); and how it will benefit the company.
- **A list of any resources** or items that will be needed for the project
- **A cost analysis** of any items that the company might need to purchase
- **A timeline** indicating the various stages of the project and when it will finish.

4. PROFESSIONAL DEVELOPMENT

In this section, interns are required to reflect on how they have developed professionally during the internship period. This section should contain three entries, each focusing on a different technical skill or professional ability/attributes that has been learned or utilized, for example:

Technical Skills & Professional Attributes, e.g.:

- | | |
|--|--|
| <input type="checkbox"/> Ability to use new/unique computer software | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Ability to use specialized tools or equipment | <input type="checkbox"/> Team work and/or interpersonal skills |
| <input type="checkbox"/> Specific job-related skills or procedures | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Data Management | <input type="checkbox"/> Conflict resolution/management |
| <input type="checkbox"/> Technical Design or Professional Writing | <input type="checkbox"/> Corporate cultural awareness |
| <input type="checkbox"/> Public speaking/presentation abilities | |

NOTE: You may choose other focal points if you wish, provided they are relevant to the purposes of the portfolio.

Each entry must contain:

- A heading identifying the skill, ability, or attribute the entry focuses on
- Brief notes explaining how the skill, ability, or attribute was used during the internship
- A brief reflection on how the particular skill, ability, or professional attribute enhances your professional profile (i.e. how might it be useful in your future career)
- A photo representing the skill or ability the entry refers to

5. CULTURAL EXPERIENCES

In this section, reflect on the experience of living, studying, and working in a foreign culture. This section should contain three entries, each focusing on a different aspect of Korean lifestyle, society, or traditional culture that you have encountered. The entries could focus on:

- Cultural activities you took part in
- Observations of Korean society and culture made during your time in Korea
- New cultural awareness stemming from your experiences
- Surprising insights gained from living in a foreign country
- Comparisons of the host culture to that of your home country

NOTE: These are just a few possible focal points; you may choose others if you wish, provided they are relevant to the purposes of the portfolio. We suggest selecting three experiences that exemplify your time spent in Korea, i.e. the things that had the greatest impact on your understanding of Korean culture.

Each entry must contain:

- A heading identifying the focal point of the entry
- Brief notes explaining the subject of the entry and why you chose it (i.e. its significance)
- A photo representing the experience or subject of the entry

6. FINAL REFLECTION

In this final section, provide a brief summary of what you feel are the most important outcomes of your internship experience. Focal points could include:

- What you gained professionally from the internship and how it links to your future objectives
- How the experience of living, studying, and working abroad has impacted your international perspective
- New cultural awareness or understandings that you have gained from your time in Korea

Remember to include a photo representing the main point of the entry.

7. ACKNOWLEDGEMENTS (OPTIONAL)

This optional section is a good opportunity to acknowledge those individual who contributed to your experience or helped you in any way during your internship.

The Acknowledgements Section must contain:

- The section title, i.e. **Acknowledgements** in the top right-hand corner of the section
- A brief paragraph acknowledging or thanking specific people you met and/or worked with during your internship
- A group photo or photos of individual colleagues mentioned in the acknowledgments

Format Specifications (Visual Design)

FONT STYLE

- Acceptable font styles include: Arial, Calibri, Tahoma, Times New Roman, and Cambria
Note: For visual consistency we recommend not using more than two font styles in the portfolio.
- **Bold text** and *italics* can be used to enhance the visual aspect of the entries and differentiate the types of information on the page. One option would be to use bold for headings and sub-headings, and italics for photo captions.
- A color scheme can be added to the portfolio (text should only use dark colors), as long as a clear and consistent pattern of color usage is established.

SECTION HEADINGS

- Section headings identify the main sections of the portfolio (see *Required Components & Sections, Page 2*)
- These should appear at the top of each page that corresponds with the section.
- Section headings should be prominent, i.e. larger than sub-headings and entry text.

SUB-HEADINGS

- Sub-headings are used to indicate the focus of individual entries within each section. For example, the Professional Development section might include an entry titled Time Management.
- Sub-headings should be larger than regular entry text, but clearly smaller than the section headings.

PORTFOLIO ENTRIES & ENTRY TEXT

- Portfolio entries do not need to be long, just a short paragraph or two (between 50 & 100 words) is enough as long as it provides relevant information.
- The text must adhere to font style specifications and maintain a letter size of 11, or 12.

PHOTOS & PHOTO CAPTIONS

- Each entry requires a photo or other graphic that represents the focal point of the entry
- Captions, (brief notes that explain the content of photos or the meaning/significance of the visual item) can also be included on your portfolio design
- The text used in captions should be visibly smaller than the text used for the entries.

PAGE LAYOUT

- There are several options for organizing the visual layout of the page. The important point is to arrange the visual components so that the page looks “balanced”.
- **Note:** We recommend using text boxes to enable you to move the text around easily if necessary.
- Lines can be inserted to visually separate components and entries.

LAYOUT SUGGESTIONS

Single Entry Pages

Section Heading

Photo

Photo Caption (optional)

Dividing Line

Sub-heading (focus area)

Entry Text

PROFESSIONAL DEVELOPMENT



My team, from left to right: Henry Matthews (Director), Anna Gills (Secretary), Kim Mi Young (Assistant Director), Fred Willis (Accountant), Kaitlin Smith (Projects manager/Intern advisor), Mervyn, Dee Magpherson (Publishing), Lee Kyung Seok (Publishing).

The Value of Team Work

Before this internship, I had never understood the importance of having a good team to work with. Additionally, I had never thought of "team work" as a skill that could be developed. After talking with other interns I realized that I was fortunate to be on the PR team. They were all great to work with. Aside from their own jobs, they always found time to help out with other tasks, including training me, the new intern. They were very kind, and very patient, especially when I made mistakes or needed extra assistance. I think they enjoy working together, and because of that, they really enjoy their jobs.

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PROFESSIONAL DEVELOPMENT



Balancing My Time

During this internship, I had to balance my time between my schoolwork, my internship, and my personal life. I found that I was able to manage my time effectively by creating a schedule and sticking to it. I also found that I was able to prioritize my tasks and complete them on time. I think that I was able to do this because I was organized and I was able to manage my time effectively.



The dog is my friend and I love to spend time with it. I think that I was able to do this because I was organized and I was able to manage my time effectively.

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Double Entry Pages

Section Heading

Sub-heading (focus area)

Photo

Photo Caption (optional)

Entry Text

Dividing Lines

PROFESSIONAL DEVELOPMENT

Computer Skills

During this internship, my computer skills improved dramatically. Before working at the PR Office, I was confident with my abilities, but I soon realized that my knowledge of various applications and online research techniques were very limited.



A careful picture of me at my desk. My co-worker took this photo while I was working on a new poster design. I spent much time reviewing the poster until I had a post-rite.

I improved out of necessity – just having to do various tasks with programs such as MS Publisher and Word. In addition, I was frequently called upon to research various organizations and companies, which required a lot of online research. I had never considered research as a skill with various "techniques". Though now I feel that I am much more able to locate needed information quickly and efficiently.

Presentation Skills

I've never been confident with public speaking, and so when my supervisor asked me to present the new PR campaign I was reluctant but determined to do a good job.



My presentation on the Fall 2013 PR Campaign. Not the best presentation, but I learned a lot from the experience.

I did some research on public speaking strategies, and got some help from my advisor, Mrs. Smith. Actually, it was her advice that helped me most. She told me that knowing the material "inside and out" was the key to giving a good presentation. The rest, she said, is just a matter of relaxing and playing the part.

My presentation could have been better, in my opinion, but I think my skills as a presenter have dramatically improved.

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Portfolio Timeline

Global Internship Portfolio Completion Timeline

Completion Stage & Corresponding Weeks	Portfolio Entry Targets
Stage 1 Weeks 1-3	<input type="checkbox"/> Cover Page <input type="checkbox"/> Internship Overview Section <input type="checkbox"/> Creation of Project Proposals (if needed)
Stage 2 Weeks 4-10	<input type="checkbox"/> Professional Development Entries <input type="checkbox"/> Cultural Experience Entries <input type="checkbox"/> Portfolio Advisor Meeting & Portfolio Draft Feedback
Stage 4 Weeks 11-12	<input type="checkbox"/> Final Reflection <input type="checkbox"/> Acknowledgements (if included) <input type="checkbox"/> Final IWC Proofread <input type="checkbox"/> Submission of final draft (up to 1 week after end of internship)

Additional Portfolio Support

If you have any specific questions about the portfolio, contact the portfolio advisor at knu.iwc@gmail.com or by calling (053) 950 7439 during regular work hours, Monday to Friday.

You should schedule at least one meeting with the portfolio advisor between the 6th and 10th week of your internship to have your portfolio work assessed before completing the final version. You can schedule an appointment by contacting the advisor at the email address or phone number listed above.

To have the final version of your portfolio proofread, schedule an appointment with the International Writing Center. Go to: iwc.knu.ac.kr > To schedule an appointment. Remember to bring a hard copy *and* electronic version of your portfolio to your appointment.

Note: First time clients will have to make an account before accessing the schedule page.

Final Portfolio Submission

The portfolio is due at the end of your internship. (A final submission deadline will be announced by the Office of International Affairs)

An electronic version (**Microsoft Word format only**) of your final portfolio must be emailed to the portfolio advisor at knu.iwc@gmail.com.

Note: Portfolios must meet all specifications listed in this guideline. The Office of International Affairs will not accept portfolios that have not been approved by the International Writing Center Portfolio Advisor.