

Portfolio Contents - Professional Writing Interns, English Dept.

Due Date: *One week before the last day of classes, turn in the following items to Career Services. This is a good opportunity to create a professional-looking portfolio to use when applying for job interviews.*

1. An annotated list of your work hours. Write a brief description of what you did during each session and the number of hours you completed each time. Example:

June 1, Wed., 3:00-4:00: wrote draft of fly fishing article, proofed contest article =1 hour

Be sure to total up your hours for the entire semester at the end of this list. 150-200 hours are needed in order to satisfactorily complete an internship (unpaid) and 300-400 hours are needed for a co-op (paid).

2. Three to four samples of your writing or editing work. These can be paper copies; actual tear sheets from a newspaper, magazine, or journal; or material on a CD or USB flash drive. If you worked with someone else on a project or if a project was rather complicated and needs explanation, attach a brief paragraph of description to that sample.

3. A four- to five-page letter summarizing your internship experience = double-spaced, 12-point font, one-inch margins. Address the letter to *Deidre Elliott, Director of Professional Writing & Internship Liaison, WCU English Dept.*

This letter offers a good chance for you to re-consider all that you've learned during this internship.

First, summarize what you did during your internship.

Next, detail specifics of the experience. For example, you might address some of the following questions:

- *What were the highs and lows of this experience?*
- *Did this internship help you understand your chosen career field better?*
- *Did you develop specific new skills? If so, what skills?*
- *Did you learn about new technology? Be specific.*
- *Did your workplace supervisor guide you well or did you wish for more on-the-job instruction?*
- *Did you come to understand the business of writing and editing more deeply?*
- *Did you learn more than you hoped to about office politics?*
- *Have you changed or modified your future plans based on this internship?*
- *Do you have suggestions for how the English Dept. might better prepare future interns?*

Finally, include a discussion of any other aspects of the internship or co-op that you want to address.

Note: Once Career Services has had a chance to look over your work, they'll send the portfolio on to the Internship Liaison. After evaluating the portfolio, the Internship Liaison will return a grade (Satisfactory or Unsatisfactory). You may pick up your portfolio after Finals Week.

Questions? *See Deidre Elliott, Director of Professional Writing/Internship Liaison.*