EXSC499: Professional Practicum Portfolio

[Student Name]

Southwest Minnesota State University

[Semester, Year]

**Student Responsibilities and Expectations from Host-Site Supervisor**

After reviewing the objectives of the Professional Practicum, the host site supervisor and the student should establish a list of responsibilities and expectations for the duration of the internship, *before* beginning the internship. This list should guide the student’s experience and serve as the basis for the Supervisor’s evaluations at the conclusion of the internship. The number and detail of responsibilities is at the discretion of the employer/supervisor. If the Organization has an established criteria for interns, that may serve as the “intern’s responsibilities.”\*

1.

1.

1.
2.
3.

1.
2.
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4.
5.

**Statement of Professional Philosophy and Career Goals**

Write one full page of at least 500 words detailing your professional philosophy and intended career goals. Your professional philosophy details what you value in your future work life, including what you believe is important to you and why. Include an introduction, body, and conclusion in three separate paragraphs: 1) the introduction should inform the reader of your central beliefs and mission, 2) the body of the philosophy should *expand* on your beliefs or values and *why* you feel the way you do, and 3) the conclusion should discuss how your central values will be exhibited in your intended career path. You will also discuss your overarching career goals here as well. *Note: Career goals are not just the first 5 years post-college/graduate school, but also long-term career goals toward retirment*.\*

**Professional Resume**

Include your professional resume after it has been reviewed by Career Services on your campus. It should be professionally formatted and proof-read for errors and spelling mistakes.\*

**Log of Hours Worked**

Include a complete log of your practicum hours. It may be easiest to compile on an excel file and then paste into this document as an image. A grade will not be assigned until all hours are accounted for and verified with your host site.\*

**Student Performance Evaluation**

**Name of Student-Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**: The immediate supervisor(s) of the student-intern will objectively evaluate the performance and potential of the student compared to other interns of comparable education and experience.

 **Excellent - Very Good – Average - Below Average - Poor**

1. Attendance \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
2. Professionalism \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

1. Quality of Work \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

1. Relationship with co-workers \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
2. Interactions with public \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
3. Communication ability \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
4. Knowledge of human movement & exercise \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
5. Knowledge related to field \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
6. Judgment \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
7. Dependability \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

1. Motivation to be successful \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
2. Overall performance \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
3. Potential in the field \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_
4. Strengths of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Weakness of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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16. Additional Comments (if needed use back):

**Personal Assessment of your Practicum Experience**

Write one full page of at least 500 words detailing what you took away from your practicum experience. Please expand on what you learned, including positive and negative experiences, your biggest take away, any particular skills you acquired, and how you will utilize what you learned in your future career. In particular, if you think that after your internship you want to go in a different direction, discuss this. *Note: This essay is intended to take place after some deep, personal reflection on your experience.\**

**Additional Information**

If you accomplished any special projects, tasks, or learned any specific skills that you would like to document, please do so here. This is your opportunity to share anything you want to highlight that was not covered in any of the previous pages.