**FOUNDATION YEAR INTERNSHIP PORTFOLIO REQUIREMENTS & CHECKLIST**

SW Internship II

Learning Contract Yes No

Activity Logs (n=15) Yes No

Process Recordings (n=15 in chronological order) Yes No

with feedback from instructor AND including: Yes No

1. one recording of a group meeting/session Yes No

2. one recordings of an ending Yes No

One family assessment Yes No

One group assessment (or organizational) Yes No

One community assessment Yes No

Documentation of 1 home visit (process recording or other) Yes No

Three intervention plans and documentation of implementation:

1. One with an individual Yes No
2. One with a family Yes No
3. One with a group Yes  No

Documentation of an organizational intervention Yes No

Documentation of a community intervention Yes No

Evaluation of practice (process or outcome) Yes No

Second semester final evaluation Yes No

**Organization**

Portfolio free of client identification Yes No

Organized with dividers according to above sections Yes No

**Comments:**