**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:**