

## **First Semester ADP Internship Portfolio Requirements**

The internship portfolio serves several purposes: 1) Assessment of the internship program of the School of Social Work, 2) Organization of the students' internship documentation for review by the faculty liaisons, and 3) An opportunity for the students to assess their growth in social work practice skills during their internship experiences. A complete and organized portfolio is a requirement for receiving the grade in the internship courses.

### **Organization of documentation**

All documentation for the internship is to be organized in large three ring binders (one per semester) with dividers. All documents should be free of any identifying client information. First semester documentation should be organized in the following sections:

- First semester learning contract
- Individual Assessment that clearly identifies a specific theoretical perspective and student's rationale for selecting said theory (e.g., model utilized by agency, model taught in ADP I, promising practice model for selected client's chief complaint or population, etc.)
- Individual Intervention Plan that identifies goals, objectives, anticipated outcomes, anticipated barriers, and anticipated resources to achieve goals. Plan is to be congruent with theoretical perspective and information presented in individual assessment.
- Supervision & Activity Logs (one per week, chronological order beginning with the first week of internship and including internship instructor's comments)
- Process Recordings (one per week, chronological order beginning with the first week of the internship and including internship instructor's comments)
- Documentation of an evaluation of practice, process or outcome
- Performance Evaluation.