

## **Second 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 the mastery of the 10 advanced competencies. 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. Second semester documentation should be organized in the following sections:

- Second semester Learning Contract
- Supervision & Activity Logs (one per week, chronological order beginning with the first week of the 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). Minimum of 3 groups (including here & now and process) & minimum of 3 families (incorporating Bowen, structural, solution focused and narrative).
- Documentation of facilitation of a small group (when possible develop and conduct)
- Documentation of work with families including the assessment and intervention plan
- Documentation of an evaluation of practice, process or outcome
- Performance Evaluation.