

End-of-Internship Portfolio (ENG 381 – Summer 2012)

Due Date: One Week After Internship Ends

From the Syllabus:

In a Digication Portfolio, you should collect and organize samples of the writing and editing you completed during your internship. A contextual narrative should accompany each writing/editing sample; this significant reflective element provides the “story” of each portfolio entry. Your contextual narrative should describe the rhetorical situation in which the document was created (e.g., where, by whom, for whom, when, why) and the rhetorical choices you made while composing and revising the document. You might talk about the process behind the document, including how you elicited and used feedback from others at your internship site, as well as any challenges you had to work through. Finally, you should reflect on what PWR skills or strategies the document showcases.

Your Faculty Sponsor will help you decide how many samples (and corresponding contextual narratives) your portfolio should include based on your individual internship and the number of internship credit hours in which you are enrolled. Keep in mind that you can opt to include these items in the PWR Portfolio that you are required to submit as a senior, so taking time to draft and revise strong contextual narratives now could save you time later. (See http://www.elon.edu/e-web/academics/elon_college/english/pwr/portfolios.xhtml for more information about the PWR Portfolio Requirement.)

Additional Guidelines:

Your End-of-Internship Portfolio should include four (4) samples with corresponding contextual narratives. Based on your weekly logs and reflections, I recommend including your social media guide and three other examples of the smaller projects you completed during the internship. Pick samples that you think highlight your growing PWR “toolkit” or samples that demonstrate something that you are excited about learning or creating.

As indicated on the syllabus, your contextual narratives should describe the rhetorical situation in which you were acting, so for each sample you should indicate:

- For whom were you composing the materials? Who were your primary and intermediary audiences?
- What was the purpose of the document?
- What timeline were you working within? How quickly did you have to complete your work?
- What other contextual factors should PWR faculty and other readers know about the sample?

Your contextual narratives also should describe and reflect on the process you followed and the choices you made while completing the research:

- What process did you follow to compose the sample? Why?

- Did you run into any roadblocks? If so, how did you work around them?
- How did you elicit and use feedback about your work?
- What were the easiest and most difficult parts of the process, and why?
- What aspect of your work for this sample are you most proud of, and why?
- Why did you learn from the process?

Your contextual narratives should not merely provide a bulleted list of answers to these questions. Rather, you should arrange your responses in a well-organized, cohesive essay.

Format:

In Digication, create a portfolio dedicated to your internship. You either can create four sections (one for each sample) and pages within each section for your contextual narratives and sample documents, or you can create four pages (one for each sample) with links to your samples. Experiment with the organization to find the portfolio structure that best showcases your internship work and contextual narratives.

For examples of how other students have used Digication to showcase their internship work, see:

- Marie Jarvis' "Workplace Writing" section in her senior portfolio:
<https://elon.digication.com/mariejarvis/Internship>
- Michael McFarland's "Legal & Government Writing" section in his senior portfolio:
https://elon.digication.com/michael_mcfarland/Introduction1/published
- Jenny Schnaak's "Alamance Magazine" example in her senior portfolio:
https://elon.digication.com/jennypwr/Alamance_Magazine_published_work

Remember that these examples come from more comprehensive, senior portfolios, so they have additional sections with additional content that you are not expected to include in your internship portfolio. Nevertheless, they provide examples of how to showcase internship work and how to discuss and reflect on that work in a contextual narrative.

When you are ready to submit your portfolio, change the settings to make it viewable by others. To do so, click on "Portfolio Tools" (top right of screen) and select "Settings." On the "Settings" page, scroll down to permissions. Change the permissions to either "Private within Elon University" or "Public" and click "Save." Then return to the opening page of your internship portfolio; copy the URL and paste it into an email to me (jmoore28@elon.edu) with a brief note indicating that your portfolio is ready to view.

Questions?

- If you have questions about Digication, visit the Technology Wiki pages on the application (<https://wiki.elon.edu/display/TECHPUB/Digication+%28ePortfolio+or+Portfolio+Gallery%29>).
- If you have questions about the assignment, send me an email with your specific questions or with a request for a phone conversation to talk in more depth. I also am happy to review drafts of your contextual narratives.