first section in the portfolio after the table of contents. Concentrate your discussion on how you can add value, the capabilities that you offer based on your internship, other work and personal experience, and your education.

- The Executive Summary must contain:
  - Summary of your education, skills, experience and qualifications
  - Summary of information contained in the portfolio

Job Description

- Include a copy of the written job description or work objectives that your internship site established for you. The job description must be on company letterhead.

Portfolio Sections with Reflective Commentaries

- This is the "heart" of your portfolio. Answer the question: "how prepared are you to add value for a future position so that you will have an edge in the job market?" Provide evidence of your accomplishments and progress for the five KSAs you selected as part of your learning objectives.
  - Portray any new knowledge/competencies that you have obtained. Include the items that you have selected to demonstrate what you have learned and accomplished. Items should be placed directly after the reflective commentary about each item.

- Begin each section with a page presenting the pertinent KSA and relevant learning objectives, resources/activities, and evaluation/verification criteria. Then provide a commentary for the section that discusses the following three points: There should be five sections, once for each KSA.
  - a) Here is what I have done: Introduce the item(s) selected that demonstrate achievement of the KSA. Describe and define what the item is, how it was accomplished and when it was done.
  - b) Here is what it means to me: Explain why this is significant to you. Why did you select this item to include in your portfolio? What does it represent in terms of an accomplishment for you? What changes in your beliefs, behavior and/or values does it represent? What are the implications for you? Did it have an impact upon anyone else? If so, how?
  - c) Here is where it leads me: Has this led you to realize any future course of action for continued growth and development? How does this impact upon your future? How can you cross apply this skill (or skill set) in future employment situations to add value?

Use different examples for each of the five KSAs. You cannot use the same example for several KSAs.

RÉSUMÉ (Include in Portfolio)

A résumé is the persuasive document written to obtain an interview. In order to be prepared for your job search, you must revise your résumé. The résumé should document your experience, achievements and/or skills utilized during the internship experience and other work experiences.

ADDITIONAL DOCUMENTS (Include these evaluation forms in your portfolio)

• Employer's Final KSA Performance Evaluation – sponsor completes. (Do not include this in your portfolio. Have your supervisor send directly to your professor).

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ACCREDITED BUSINESS KNOWLEDGE

1. Know, apply, and integrate the content of one's major

COMMUNICATION

1. Write articulate, persuasive, and influential reports, proposals, and letters
2. Make articulate, persuasive, and influential oral presentations
3. Develop graphic, spreadsheet, and financial analysis to support position taken
4. Engage in active listening in individual and group settings

THINKING: CRITICAL AND CREATIVE

1. Identify problems and/or opportunities using disciplinary concepts
2. Generate and evaluate feasible alternatives