

UNCW DEPARTMENT OF ENVIRONMENTAL STUDIES
PRACTICUM
Revised 9.07.2007
GUIDELINES FOR PORTFOLIO

These are suggested guidelines for your portfolio. They are only guidelines, but you should at least use the categories as a checklist to ensure that your portfolio is as useful as possible for job and grad school interviews, as well as for your grade. We recommend that you include photographs in each section rather than a separate section. Also, remember to label your photographs and to write brief descriptions of each example, such as: "The agency issued permits to discharge to surface waters, and a sample of one I worked with follows". Also, maps or Google Earth-type images can give any reviewer a better idea of the work you did.

This will be much more difficult if you leave it until the last minute, so begin collecting material as soon as you start. You **MUST** turn in one copy, but the most important copy is the one you keep for future use in interviews.

PLEASE REMEMBER WE DO NOT NEED OR WANT CONFIDENTIAL MATERIAL, SO IF IN DOUBT CLEAR ANY EXAMPLES WITH YOUR SUPERVISOR. IN MANY CASES, NAMES AND ADDRESSES CAN SIMPLY BE BLOCKED OUT.

Also remember that the more complete, professional and well-organized your portfolio is, the better your chances will be to secure a job, grad school position and grade.

I. TABLE OF CONTENTS: Use a 25-tab (a-z or 1-25) set so that you can have a ready-made TOC (sets come with a page), you do not have to make individual tabs, and any reviewer can easily find specific items. Avoid sections like "Work", and "Photos": use more detail.

II. OVERVIEW: Provide an "executive summary" of the organization and your job description.

III. THE ORGANIZATION: While you can "cut and paste" from agency web pages, you should include the following:

- a. Type: (corporation, government, non-profit)
- b. Mission: (product or service, mission statement of NGO etc)
- c. Relation to other organizations (if any)
- d. Organization chart (construct if unavailable)
- e. Staff in your section
- f. Governing Board
- g. Any material offered by the agency (such as brochures or promotional materials)

IV. THE EXPERIENCE

- a. Job Description: A more detailed job description, including regular duties, special tasks, including a timeline or your activities
- b. Examples: While you can use examples of general agency activity, we really want YOUR work. Clearly, this will vary with the type of agency, but can include:
 - 1. Permits that agency processes or holds
 - 2. Reports
 - 3. Field Reports or logs
 - 4. Research (field or office)
 - 5. Position papers
 - 6. Teaching or educational materials
 - 7. Promotional Materials/public service/press releases
 - 8. Lab Materials
 - 9. Laws/regulations/policies governing your internship (that way you can find them later for easy reference yourself!)
- c. Equipment: Many employers are interested in software/hardware, lab or field equipment that you can use, so include a summary and also information on specific equipment or programs, such as any specialized software or equipment like a YSI or even heavy equipment you operated.

V. BINDER

Please make a professional cover and also a spine label so others can identify your binder when it is on the shelf.