

Suggested Formatting of Internship E-Portfolio Web Pages

Main Page:

1. Place a header or title stating what this web page is

Examples:

Welcome to (your name) Clemson University Construction Science and Management Internship E-Portfolio – or - Clemson University Department of Construction Science and Management Internship E-Portfolio of (your name)

2. Below the header place a welcoming statement and introductory material about the portfolio

Example: Welcome to my Internship E-Portfolio. The purpose of this portfolio is to document my construction internship experience required as part of the Clemson University Construction Science and Management undergraduate degree requirements of obtaining a minimum of 800 hours of experience with one or more approved construction companies before graduation.

I hope that you find the information beneficial in considering my qualifications for a position with your company. If you have any questions please contact me at (provide your e-mail address).

3. It is suggested you place one or more illustrations, graphics and/or pictures on the first page to increase its professional appearance.

“Go To: Buttons for Other Pages

Develop a series of buttons so that the user can look at certain information that would be helpful in considering your qualifications for a position with their company. Suggested buttons are:

1. Main page button
2. Department of Construction Science and Management Button to www.clemson.edu/caah/csm
3. Resume Button to a separate document containing your current resume
4. A series of buttons – one for each internship experience – i.e. Internship Experience No. 1; Internship Experience No. 2, etc.

Within each Internship Experience Page(s) you need to organize it as follows following the department requirements (noted below):

- **Foundational Information**
- **Weekly Reports**
- **End of Internship Report**

- Continued Reverse Side of This Page -

Foundational Information - To be placed in Internship E -Portfolio by the end of the first full week of employment

- Name of Student with local contact information (mailing address, e-mail address and phone number)
- Company name, address, phone number
- Immediate supervisor name and e-mail address
- Overview of Company – type of construction company, size (number of full-time employees), annual volume of work for previous year, geographical area of work and a brief history of the company

Weekly Reports – To be placed in the Internship E-Portfolio by the Sunday following the end of the previous work week

- Week Ending: (Insert the date of Friday of the week and the total number of hours worked)
 - Work Performed: (Write a brief report describing what work was done during the week).
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End of Internship Report – To be placed in the Internship E-Portfolio before the first day of classes immediately following the internship experience.

- Internship Work Period: (The first and last date of employment and the totals number of hours worked)
- Summary of Work Experience: (Write a brief report in narration format summarizing the work performed during the internship period.)
- Relationship of Work Experience to CSM Curriculum: (Describe how the work performed during the internship period related to the courses previously taken in the CSM program – both CSM and non-CSM courses – be as specific as possible.)
- Problem and Solution: (Describe at least one problem that was encountered during the internship period that the intern was involved in and describe how the problem(s) was solved using the formal nine step problem-solving procedure presented in CSM 150)
- Ethical Situation: (Describe in detail an ethical situation observed and/or encountered and how it was handled either correctly or incorrectly. Indicate the type(s) of ethics it was using notes from CSM 150 and if handled correctly or incorrectly and why.

It is **not recommended** that you create separate buttons for each category and/or week of experience within any one internship experience.

Finally, the internship e-portfolio **must be shared** with Roger Liska (rigger@clemson.edu) in Blackboard