

KNU Global Internship Program Evidence Portfolio Guidelines

Introduction

International Students enrolled in the KNU Global Internship Program are required to submit a portfolio record of their internship experience. The design and content of the portfolio is based on pre-set specifications. This guideline contains information on those specifications.

For your convenience, hyperlinks have been included in the electronic version of this document to allow faster navigation.

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Required Content

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1. COVER PAGE
2. INTERN PROFILE, COMPANY PROFILE & JOB SUMMARY
3. FIRST IMPRESSIONS
4. SELECTED PROPOSAL WITH SUMMARY & TIMELINE
5. PROFESSIONAL DEVELOPMENT
6. CULTURAL EXPERIENCES
7. OUTCOMES & LASTING IMPRESSIONS
8. ACKNOWLEDGEMENTS

Format Specifications

FONT STYLE

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- Acceptable font styles include: Arial, Calibri, Tahoma, Times New Roman, and Cambria
Note: For visual consistency we recommend not using more than two font styles in the portfolio.
- **Bold text** and *italics* can be used to enhance the visual aspect of the entries and differentiate the types of information on the page. One option would be to use bold for headings and sub-headings, and italics for photo captions.
- A color scheme can be added to the portfolio (dark colors only for text), as long as a clear and consistent pattern of color usage is established.

HEADINGS

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- Main headings (i.e. required content entry titles) will appear in the top-right corner of each page.
- Main headings should be larger than sub-heading and entry text, but no larger than font size 20.

SUB-HEADINGS

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- Sub-headings will be used to indicate individual sections of the Project Proposal and the focus of individual entries for the Professional Development, Cultural Experience, Outcomes, and Lasting Impressions sections.
- Sub-headings should be larger than regular entry text, but clearly smaller than main headings.

ENTRY TEXT

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- Entry text refers to the text used to provide key information in each individual entry.
- The text must adhere to font style specifications and maintain a letter size of 10, 11, or 12.

PHOTOS & PHOTO CAPTIONS

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- All pictures or visual items included in the portfolio require captions (i.e. text)
- The captions must explain the content of photos or the meaning/significance of the visual item.
- The text used in captions should be visibly smaller than that which is used for the entry text.

PAGE LAYOUT

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- There are several options for organizing the visual layout of the page. The important point is to arrange the visual components so that the page looks “balanced”.
- **Note:** We recommend using text boxes to enable you to move the text around easily if necessary.
- Lines can be inserted to visually separate components and entries.

Single Entry Page

Main Heading →

Photo →

Photo Caption →

Dividing line →

Sub-heading →

Entry Text →

Double Entry Page

Dividing lines →

Sub-heading →

Entry Text →

OTHER LAYOUT OPTIONS

Note: Pages can contain one or two entries focusing on different aspects.

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Single Entry Pages

<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p>  <p style="text-align: center;">The Value of Team Work</p> <p>Before this internship, I had never understood the importance of having a good team to work with. Additionally, I had never thought of "team work" as a skill that could be developed. After talking with other interns I realized that I was fortunate to be on the PR team. They were all great to work with. Aside from their own jobs, they always found time to help me out with other tasks, including training me, the new interns. They were very kind, and very patient, especially when I made mistakes or needed extra assistance. I think they enjoy working together, and because of that, they enjoy their jobs.</p> <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Balancing My Time</p> <p>One unexpected challenge I faced was the need to "balance" my work and personal time. This was the first time I had to manage my own time, and I found it very difficult. I had to learn to prioritize my tasks and responsibilities, and to make sure I was getting enough rest and exercise. I also had to learn to manage my time when I was working on a project that was very important to the organization.</p>   <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Balancing My Time</p> <p>One unexpected challenge I faced was the need to "balance" my work and personal time. This was the first time I had to manage my own time, and I found it very difficult. I had to learn to prioritize my tasks and responsibilities, and to make sure I was getting enough rest and exercise. I also had to learn to manage my time when I was working on a project that was very important to the organization.</p>   <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Balancing My Time</p> <p>One unexpected challenge I faced was the need to "balance" my work and personal time. This was the first time I had to manage my own time, and I found it very difficult. I had to learn to prioritize my tasks and responsibilities, and to make sure I was getting enough rest and exercise. I also had to learn to manage my time when I was working on a project that was very important to the organization.</p>   <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>
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Double Entry Pages

<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Computer Skills</p> <p>During this internship, my computer skills improved dramatically. Before working at the PR Office, I was confident with my ability, but I soon realized that my knowledge of various applications and online research techniques were very limited.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Computer Skills</p> <p>During this internship, my computer skills improved dramatically. Before working at the PR Office, I was confident with my ability, but I soon realized that my knowledge of various applications and online research techniques were very limited.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Computer Skills</p> <p>During this internship, my computer skills improved dramatically. Before working at the PR Office, I was confident with my ability, but I soon realized that my knowledge of various applications and online research techniques were very limited.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Computer Skills</p> <p>During this internship, my computer skills improved dramatically. Before working at the PR Office, I was confident with my ability, but I soon realized that my knowledge of various applications and online research techniques were very limited.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>
<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Presentation Skills</p> <p>I've never been confident with public speaking, and when my supervisor asked me to present the new PR campaign I was nervous but determined to do a good job.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Presentation Skills</p> <p>I've never been confident with public speaking, and when my supervisor asked me to present the new PR campaign I was nervous but determined to do a good job.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Presentation Skills</p> <p>I've never been confident with public speaking, and when my supervisor asked me to present the new PR campaign I was nervous but determined to do a good job.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>	<p style="text-align: center;">PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">Presentation Skills</p> <p>I've never been confident with public speaking, and when my supervisor asked me to present the new PR campaign I was nervous but determined to do a good job.</p>  <p><small>My supervisor on the PR team, Mrs. Smith, and I were fortunate to be able to work together on a project that was very important to the organization.</small></p>

Portfolio Entry Requirements:

1. COVER PAGE

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The cover page must contain:

- The name of the program (**KNU Global Internship Program**) at the top of the page
- The document title: **Evidence Portfolio**
- A professional looking photo of the intern in the center of the page
- The intern's full name underneath the photo
- The name of the company they worked with

2. INTERN PROFILE, COMPANY PROFILE & JOB SUMMARY

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Note: These sections can appear on one page.

The Intern Profile must contain:

- The intern's full name
- University Major
- Home University Name
- Internship dates (Start date – Finish date)
- An additional photo of the intern

The Company Profile must contain:

- The official name of the company
- The name of the department where the intern worked
- The complete address and contact details for the company
- A photo (or photos) representing the company and/or office in which the intern worked

The Job Summary must contain:

- A paragraph or bullet-point list of your primary responsibilities
- **Note:** If you have not been given a clear set of duties, see Section 4, Project Proposals

3. FIRST IMPRESSIONS

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The First Impressions section must contain:

- A brief summary of what you experienced in your first few days as an intern
- Your feelings after your initial encounter with the new work environment
- A comparison with any prior expectations you may have had before coming to Korea
- Any relevant photo with captions representing the subject

4. PROJECT PROPOSALS

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Interns who have not been given a clear job description (i.e. regular work related tasks) are required to draft project proposals which they will submit to their supervisors. Interns can propose several projects for their internship, including optional team projects that they can collaborate on with other interns in the same company. **Note:** This is also recommended for those interns who would like to suggest ways in which they could better utilize their time and skills during the internship.

The Project Proposal must contain:

- **A title** identifying the document as a project proposal
- **An introduction** explaining the need the intern has identified based on their research on the company and its operations, as well as the potential outcomes of the project
- **A summary** of what will be done in the project (**Note:** Team projects must specify the primary roles and responsibilities of each team member)
- **A list of any resources** or items that will be needed for the project
- **A cost analysis** of any items that may need to be purchased by the company

Note: The Evidence Portfolio must contain the proposal that was selected by the company as well as a timeline of the project identifying key stages and objectives.

5. PROFESSIONAL DEVELOPMENT SECTION

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The Professional Development Section must contain:

- The section title **Professional Development** in the top right-hand corner of each page
- Brief notes on the different skills and abilities developed or used during the internship i.e.
 - Technical Skills related to things such as computer software, specialized equipment, specific job-related procedures, etc.
 - Professional skills and attributes such as time management, team work skills, presentation skills, etc.
- Photos representing the different skills and abilities being referred to
- Photo captions explaining the contents of the photos

Note: This section must contain at least three (3) different entries; each entry must focus on ***what you learned or gained*** from the experience.

6. CULTURAL EXPERIENCE SECTION

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The Cultural Experiences Section must contain:

- The section title **Cultural Experiences** in the top right-hand corner of each page
- Brief notes on the different inter-cultural aspects of the internship. These entries can focus on:
 - Cultural activities you took part in
 - Cultural experiences you had during the internship (either work related or social)
 - Cultural comparisons between Korean culture and your own culture
- Photos representing the experiences being referred to
- Photo captions explaining the contents of the photos

NOTE: This section must contain at least three (3) different entries; each entry must focus on ***what you learned or gained*** from your experience.

7. OUTCOMES & LASTING IMPRESSIONS

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Note: These sections can appear on one page.

The Outcomes Section must contain:

- The section title **Outcomes** in the top right-hand corner of the section
- Brief notes summarizing what you gained from the internship and how it links to your future objectives
- Photos representing the main points being referred to
- Photo captions explaining the contents of the photos

The Lasting Impressions Section must contain:

- The section title **Lasting Impressions** in the top right-hand corner of the section
- Brief notes explaining what you enjoyed most about your experience in Korea or as an intern
- Photos representing the experience or subject being referred to
- Photo captions explaining the contents of the photos

8. ACKNOWLEDGEMENTS

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The Acknowledgements Section must contain:

- The section title **Acknowledgements** in the top right-hand corner of the section
- A brief paragraph acknowledging or thanking specific people you met and/or worked with during your internship
- A group photo or photos of individual colleagues mentioned in the acknowledgments

Portfolio Timeline

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The evidence portfolio should be compiled over the entire course of the internship. This will allow for a more efficient use of time and ensure that the final document is ready on the due date.

The process of completing the portfolio can be divided into four stages, each with a set of entry objectives (see Portfolio Timeline Chart, pg. 8)

STAGE 1: Company Orientation (Weeks 1-3)

International Interns focus on learning about their host company (Korean Buddies will assist with translation of Korean materials) and identify potential projects they would like to work on during their internship, e.g. market research, consumer analysis, etc.

Portfolio Components:

1. Cover Page
2. Intern Profile & Company Profile
3. First Impressions

Note: During this stage, interns will also draft one or more project proposals to be submitted to their company supervisor.

STAGE 2: Project Proposal Submissions (Weeks 4-5)

International Interns submit their project proposals to the host company for approval and/or feedback.

Portfolio Components:

4. Selected project proposal & time-line (i.e. completion plan)

STAGE 3: Internship/project completion (Weeks 6-10)

Interns continue with their internship and work on their projects. Interns will also continue their portfolio development with support from the International Writing Center (IWC).

Portfolio Components:

5. Professional Development Entries
6. Cultural Experience Entries

STAGE 4: Internship/Project completion & final portfolio submission (Weeks 11-12)

Project work and portfolio finalized. Portfolio is submitted for IWC Approval.

Portfolio Components:

7. Outcomes & Lasting Impressions
8. Acknowledgements

Global Internship Portfolio Completion Timeline

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Completion Stage & Corresponding Weeks	Portfolio Entry Targets
Stage 1 Weeks 1-3	<input type="checkbox"/> Cover Page <input type="checkbox"/> Intern Profile & Company Profile <input type="checkbox"/> First Impressions <input type="checkbox"/> Drafting of Project Proposals
Stage 2 Weeks 4-5	<input type="checkbox"/> Selected Project Proposal & Project Timeline
Stage 3 Weeks 6-10	<input type="checkbox"/> Professional Development Entries <input type="checkbox"/> Cultural Experience Entries <input type="checkbox"/> Portfolio Advisor Meeting
Stage 4 Weeks 11-12	<input type="checkbox"/> Outcomes & Lasting Impressions <input type="checkbox"/> Acknowledgements <input type="checkbox"/> Final IWC Proofread <input type="checkbox"/> Submission of final draft (up to 1 week after end of internship)

Additional Portfolio Support

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If you have any specific questions about the portfolio, contact the portfolio advisor at knu.iwc@gmail.com or by calling (053) 950 7439 during regular work hours, Monday to Friday.

You must schedule at least one meeting with the portfolio advisor between the 6th and 10th week of your internship to have your portfolio work assessed before completing the final version. You can schedule an appointment by contacting the advisor at the email address or phone number listed above.

To have the final version of your portfolio proofread, schedule an appointment with the International Writing Center. Go to: iwc.knu.ac.kr > To schedule an appointment. Remember to bring a hard copy *and* electronic version of your portfolio to your appointment.

Note: First time clients will have to make an account before accessing the schedule page.

Final Portfolio Submission

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The portfolio is due one week after the official end of your internship.

An electronic version of your final portfolio must be emailed (as a Microsoft Word attachment) to the portfolio advisor at knu.iwc@gmail.com.

A color-printed, spiral-bound copy must also be submitted to the International Writing Center to be given final approval. The IWC is located in the Student Services Building opposite the KNU Library.

Note: Portfolios that do not meet all specifications listed in this guideline will not be accepted. The Office of International Affairs will not accept portfolios that have not been approved by the IWC.