1. In the Internship portfolio, within the special projects section, before each special project deliverable document, indicate: why you choose this project, matters related to the project which should not be within the project deliverable document, what deliverables/tangibles (e.g., reports, research documents, program design) to expect as a result of the project, (5pts)

2. Documented steps to complete the project (which are not a part of the project deliverable) (5pts)

3. **After completing the project:** Give your view of the project in terms of new learning, discovery, problems encountered and how you overcame them. Give an overall reflection on the project. (5pts)

Within each project deliverable document, submit the following:

4. Project Name and Description (2pts)

5. Background to this project (revealing the context for the project) (5pts)

6. Why is this project important or significant? (3pts)

7. Why did you choose this particular method/technique/approach to the project? (2pts)

8. Literature review on particular method/technique and topic (10pts)

9. Description of Client and Client organization (3pts)

10. A project outline (include activities and dates which relate directly to project deliverable)(use MS Word template) (5pts)

11. Digital pictures of illustrations of any paper charts, diagrams, models or artifacts you produced for this project. (5pts)

The project should be coherent and logically organized. Transitions from one section to the other should be smooth and clear. (Extremely 20 pts, Greatly 15pts, Moderately 10pts, Somewhat 5 pts, Inadequate 2pts)

Formatting should include: Cover page, table of content, acknowledgement page, summary page, page numbers, header and/or footer, appendices as required. (10pts)

 [All relevant project documents will be placed in your final portfolio in the special projects section] .

Internship and Portfolio Insert Requirements

Create a Program report which includes:

1. Program name and description.

2. Background to the program.

3. Program mission and program vision statements.

4. Why did you choose this particular method/technique/approach to the program?

5. Literature review on particular method/technique and topic, as well program content.

6. Program implementation plan. (Describe socio-cultural context, venue, desired outcomes, target group, steps to be taken, challenges expected, who will do what when)

7. Description of target group.

8. Descriptions of program administrators, instructors, support staff.

9. A program implementation schedule (include activities and dates)(use MS Word template)

10. Take digital pictures of illustrations of any paper charts, diagrams, models or artifacts you produced for this program

11. A substantive program brochure for participants.

12. Tangible evidence of program implementation. (Notes, pictures, artifacts, registers, video, audio, etc.)

13. Program evaluation (describe extent to which outcomes were\were not fulfilled, how challenges were addressed).

14. Discussion of program implications and any recommendations for the future.

The program report should be coherent and logically organized. Transitions from one section to the other should be smooth and clear. Formatting should include: Cover page, table of content, acknowledgement page, summary page, page numbers, header and/or footer, appendices as required.

After completing this AWET project:

Give your view of the project in terms of new learning, discovery, problems encountered and how you overcame them. Give an overall reflection on the project.

 [All relevant project documents will be placed in your final portfolio in the special projects section] .