

Student Name:  
Date:

Internship Site:

**The University of The Bahamas**

**SCHOOL OF EDUCATION  
EDD497 – METHODS OF TEACHING IN ADULT AND WORKFORCE  
EDUCATION AND TRAINING  
INTERNSHIP EVALUATION RUBRIC**

**INTERNSHIP AND PORTFOLIO INSERT REQUIREMENTS**

1. Portfolio Cover Page
2. Introductory remarks for portfolio (one page).
3. Table of Contents
4. Biography
  - a) Personal data\Curriculum Vitae
  - b) Personal Philosophy of Training
  - c) Personal Career/Job Site Photo Presentation
5. *Personal training vision (50-125 words) and mission statements (about 75 - 150 words)*
6. *School/Organizational Information*
7. *Project(s) Information (based on [internship project guide](#))*
8. Teaching Experiences
  - a) Lesson Plans and documents
  - b) Lesson Evaluations
9. Presentation Agendas and schedules
10. Schemes and Units as directed by AWET Coordinator( )
11. Learning Centers with Activity ( )
12. Internship Reflection
13. Acknowledgements
14. References and Sources
15. Supplementary Information (as necessary)
16. Two Valuable Electronic Articles on: (1) Planning Training Seminars\workshops, (2) benefiting from internships, (3) achieving excellence.
17. Electronic copy of all electronic documents in a folder.
18. Evaluation by on-site supervisor.
19. Intended future use of adult and workforce education and training skills.
20. Ten (10) weekly journals.
21. Thank you letter for Job site supervisor\internship organization.
22. Others as identified by COB internship supervisor.

**ALSO INCLUDE ALL RELEVANT DOCUMENTS RELATED TO NON-PORTFOLIO ACTIVITIES COMPLETED**

**Secondary School Internship** -- Posters mounted ( ) Student works mounted ( ) Learning center ( )

**All Internships:** A place for the supervisor to sit, a lesson/presentation plan for each lesson/presentation, portfolios must always be available.

Evaluations required for each lesson/presentation.

**You must be punctual. You are to contact the AWET Coordinator and the School of Education if you will be absent during scheduled times.**