



# Experiential Learning Portfolio for 10614115 Architectural Internship

## Student Contact Information:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*It is **required** that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

Before attempting to complete this portfolio, the following prerequisites and/or corequisites must be met: **PREREQUISITES:** Appropriate technical studies courses and a minimum of one year successful associate degree program competencies and/or instructor approval.

## Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
  - What did you learn?
  - How did you learn through your experience?
  - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
  - Label artifacts as noted in the competency
  - Scan paper artifacts
  - Provide links to video artifacts
  - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

**To receive credit for this course, you must receive “Met” on 4 of the 5 competencies.**

### **10614115 Architectural Internship, 3 Associate Degree Credits**

**Course Description:** Internship is designed to provide students with on-the-job experience in actual work situations. These experiences strengthen student competencies through participation in a wide variety of occupational experiences, ranging from routine assignments to specialized work-related duties.

**PREREQUISITES:** Appropriate technical studies courses and a minimum of one year successful associate degree program competencies and/or instructor approval.

If you receive credit for prior learning for this portfolio, you will also receive a “Met” score for the following **Technical Skills Attainment Program Outcomes** that are assessed in this specific course:

**Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

**Competency 1: Formulate personal goal(s) for the internship experience**

Criteria: Performance will be satisfactory when:

- proposal contains 2 or more goals related to gaining specific architectural-related knowledge
- proposal contains 2 or more goals addressing comfort or competence in the workplace setting
- presentation explains how the identified goals were met or not met
- portfolio includes documentation of goals

Learning Objectives:

- a. Identify first-year Architectural Commercial Design concepts and skills
- b. Identify potential outcomes of internship experiences
- c. Identify potential activities included in internship experiences
- d. Identify potential networking opportunities available through internship experiences
- e. Write goal statements that reflect identified learning needs

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Explore the role of the architectural drafting professional**

Criteria: Performance will be satisfactory when:

- weekly timesheet and journal entries describe types of procedures performed as an architectural intern
- presentation includes reflections on the responsibilities and expectations of the architectural intern as stated in the intern/company agreement
- presentation summarizes responsibilities and expectations of intern duties performed
- portfolio includes documentation of exploration of roles

Learning Objectives:

- a. Explain how the architectural commercial design professional interfaces with other personnel
- b. Explain the architectural commercial design professional's responsibilities and expectations as stated in the intern/company agreement

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Apply first-year Architectural Commercial Design program concepts and skills to technical on-the-job assignments**

Criteria: Performance will be satisfactory when:

- written evaluation documents skillful and sage use of equipment and completion of tasks and procedures
- written evaluation reflects compliance with facility policies and procedures
- weekly timesheet and journal entries record specific tasks completed such as software used, drawing phase, drawing tasks, field tasks
- presentation includes analysis of intern tasks to first-year Architectural Commercial Design program concepts and skills
- presentation includes reflections on development of identified goals
- portfolio includes documentation of first-year concepts and skills reinforced

Learning Objectives:

- a. Perform selected architectural-related activities as assigned
- b. Follow written and oral directions of the on-the-job supervisor
- c. Participate in committee activities and/or projects as approved by WITC instructor

**Required Artifacts:** PDF of Construction Document Set; One written reference by employer

**Suggested Artifacts:** None

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Formulate opinions about architectural-related careers**

Criteria: Performance will be satisfactory when:

- presentation includes a list of potential architectural-related careers within the internship environment
- presentation includes a description of duties for the identified architectural-related careers
- presentation includes a reflection on the working atmosphere of the internship environment
- presentation includes a reflection regarding personal feelings and attitudes regarding the internship experience
- presentation contains a reflection on potential employment at the internship site
- presentation contains a reflection regarding learning in internship that could not happen in the classroom
- presentation summarizes the work atmosphere of the internship experience
- presentation summarizes potential employment at the internship site
- portfolio includes documentation of opinions of architectural-related careers

Learning Objectives:

- a. Develop a future plan of career placement
- b. Form judgments on company and potential career placement

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Apply professionalism in the job setting**

Criteria: Performance will be satisfactory when:

- written evaluation reflects seeking supervision when unsure or unable to carry out an assignment independently
- written evaluation documents appropriate procedures followed for absenteeism, breaks, and punctuality
- written evaluation documents met expectations in professional attitudes, appearance, and work habits
- weekly time sheet and journal entries are accurately completed
- presentation includes reflections on appropriate professional behavior
- portfolio includes documentation on professionalism

Learning Objectives:

- a. Seek appropriate learning opportunities
- b. Seek appropriate supervision
- c. Demonstrate professional attitudes, appearance, and work habits
- d. Conform to all rules and regulations regarding absenteeism, breaks, and punctuality
- e. Respond effectively to constructive criticism
- f. Prioritize tasks
- g. Figure out expectations per assigned task

**Required Artifacts:** One written reference by employer.

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

(Describe why professionalism in the field of architecture is necessary in the industry)

**Met/ Not Met Evaluator Feedback:**

