Andrews University
Community and International Development Program

CIDP Internship Portfolio Guidelines:

1. Cover Page- Title of Assignment, name and date

2. Table of Contents

3. Personal Mission/Philosophy Statement

4. Self- Evaluation

    a. Personal SWOT

    b. Professional and Personal Goals: Five Year plan

5. Cover letter

6. Resume (CV)- ensure to list all certificates received during program

7. Internship Summary – application and experience

8. Competencies Gained through Objectives

9. Classes Completed- classes students took and their descriptions

10. Written work

    a. Logic model(s)

    b. Grant/funding application(s)

    c. Project Charter

11. Additional documents

    a. Letters of recommendation

    b. Documented achievements