

# INTERNSHIP PORTFOLIO

## MAGC 6-CR

Master of Arts in Global Communications (MAGC) students who register a 6-CR internship with AUP are **REQUIRED** to submit an internship portfolio to clear the incomplete grade for their internships:

1. Student Internship Evaluation and Assignment Submission webform (found [here](#))
2. 5-week ("Mid-Point") Note
3. Internship Portfolio (Includes the following sections):
  - a. Cover Sheet
  - b. Table of Contents
  - c. Project Summary
  - d. Organizational Overview
  - e. Organizational Analysis/Brand Audit
  - f. Relationship of Internship to Course Material
  - g. Conclusion  
(Appendix)
  - h. Informational interviews
  - i. Weekly journal
  - j. Supplementary material
  - k. Mid-point note
4. Employer evaluation request (not graded)

Internship assignments are required of all students by AUP academic policy and by French law.

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The Internship Office **STRONGLY** advises students to start thinking about their assignments before the internship has actually ended so that they gather information and arrange their informational interview more easily.

### **6-CR MAGC Internship Portfolio:**

#### **1. Student Internship Evaluation and Assignment Submission Webform**

[Click here to access the form.](#) **Note: You will also submit your internship portfolio using this webform.**

- a. The aim of this exercise is for you to reflect on your internship experience:
  - i. To compare your expectations with actual results
  - ii. To assess whether you feel better equipped to enter this field/industry as a result of this internship
  - iii. To consider how the experience contributed to your future choices (next internship, graduate school, career, etc.)
- b. Submission requirements:
  - i. You must submit a webform that includes internship evaluation questions
  - ii. Make sure you answer the prompts with full sentences.

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