

# Internship Checklist

## Portfolio

- head shot
- resume                       branding
- cover letter                 branding
- spine
- letters of recommendation
- proposal (signature)
- mentor agreement
- internship evidence
- reflection

## tabs Digital Portfolio

- Home Page (Bio and Headshot)
- UP TO DATE Resume
- Letters of Recommendation  
(Recommender bio/photo)
- Internships (Junior and Senior)  
Includes mentor information  
headshot, proposals, time  
card button, reflection,  
and documentary evidence  
slideshow.
- Production (reflection(s)/show  
evidence)
- Interest tab