**JOURNAL INSTRUCTIONS**  
*Journal entries must be word processed for the portfolio.*

Each journal entry should include:
- Date
- Start time and end time
- Activities and tasks done
- Procedures observed
- Interactions with employees
- Thoughts or reactions

**ESSAY INSTRUCTIONS**  
*Format: typed, double-spaced, in 12-point font*

Rough draft due week of _________________________________ (fill in date)

Final draft due in Portfolio 800-1000 words

**INTRODUCTION:**
- Where were you and
- Why did you select this topic and what did you want to learn?
- State your Focus Question.

**BODY:**
- Identify your community advisor. Explain this person’s role and area of expertise, and how they supported you in your overall experience.
- Describe your community experience in several paragraphs that address some of the aspects of the function or operation of your place. You should talk about what you did in detail. Incorporate information you included in your journal.
- Describe the new knowledge or skills you gained. Include details from your experience that were most helpful.
- Evaluate and compare how your initial research either aligned with or differed from what you experienced.

**CONCLUSION:**
- Provide an answer to your Focus Question.
- Address the relevance of your project in relation to your future Plan or Goals.

*IMPORTANT – See the rubric on the back of this page for an understanding of how you will be graded.*