Build a professional portfolio (**website in Weebly**) highlighting what you are learning at your internship.  It should include**(order is up to you):**

1. A pictorial representation of the entity in which you worked. (See examples at [lukeamato.com/aboutwebinternship](file:///C:\Users\Sean%20Phan\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\lukeamato.com\aboutwebinternship) or https://sittingoncapitolhill.weebly.com.)  or title, role, and major responsibilities, and name of the organization and division in which you worked. done
2. A brief summary of the mission of the organization or office in which you worked. done
3. The structure of your office and its role within the larger organization (You can show this with an organization chart, or partly visually and partly verbally—feel free to be creative.) done
4. Include examples/samples of original work you produced during your internship that reflect at least three different professional skillsets in which you’ve gained experience. Examples include:
   1. Written material you developed and refined during your internship: press releases, social media postings, project designs, event plans, correspondence, etc.
   2. Visual documentation of your activities: photos from events/program you were involved in, video or sound recordings, screenshots of online material, etc.
5. A description of what you learned or gained from the internship experience.
6. An explanation of how you critiqued, revised and refined a project or practice of your discipline through an iterative process.
7. An explanation of how your internship relates to your academic goals and career aspirations. Explain whether it changed or solidified them.
8. An explanation of how your original expectations and objectives of the internship were or were not met.

**Obtain site approval if necessary before submission (check with your supervisor)**

**In addition, complete a Word document including a short one to two paragraph explanation for EACH work sample that provides a context for the sample.**

Email the URL for your Weebly professional portfolio *and* your Word document to the instructor *and* the peer who will be reviewing your portfolio.

You will be graded on your professional portfolio (18 points, Part I of this 20 point assignment) *after* making any additions and enhancements to your draft submission based on your peer’s and instructor’s feedback.

You will have eight days after your instructor’s review and feedback to revise your website and explanations in your Word document.

**Draft due April 13**

**Final due April 20**

**18 points**

Grading Rubric:

 1--Inclusion of a pictorial representation of the entity in which you worked and one (or more) appropriate (related to your professional or academic self and/or your internship site) photo(s) on each page of your website beyond what was provided in a Weebly theme. Using the same photo only on each page is not adequate.  You need at least three photos that are not included on more than one page.

1--Inclusion of at least three pages in your website with text on each page, and the label of at least one page on the home page changed from what was provided in your original Weebly theme.

.5--Inclusion of a link to another portrayal of your professional self, such as your LinkedIn profile or your résumé.

.5--Hyperlinks to at least two other websites appropriate for your portrayal of your skills and/or the work of your internship site.

11--Inclusion of what is called for in the **numbered** bullets 2-9 above, repeated here:

     1--Your title, role, and major responsibilities, and name of the organization and division in which you worked.

     1--A brief summary of the mission of the organization or office in which you worked.

     1--The structure of your office and its role within the larger organization (You can show this with an organization chart, or partly visually and partly verbally—feel free to be creative.)

     3--Include examples/samples of original work you produced during your internship that reflect at least three different professional areas in which you’ve gained experience.  Examples include:

* Written material you developed and refined during your internship: press releases, social media postings, project designs, event plans, correspondence, etc.
* Visual documentation of your activities: photos from events/program you were involved in, video or sound recordings, screenshots of online material, etc.

     1--An explanation of what your learned or gained from the internship experience.

     1--An explanation of how you critiqued, revised and refined a project or practice of your discipline through an iterative process.

     1--An explanation of how your internship relates to your academic goals and career aspirations.  Explain whether it changed or solidified them.

     1--An explanation of how your original expectations and objectives of the internship were or were not met.

 1--Appropriate use of color—use at least three colors beyond black and white, use a theme that compliments the colors in the photos you choose

2--English usage

1--Clear explanations of the context in which you completed your work samples (included in your Word document)

 There are many tutorials on creating Weebly websites.  I watched two before making one myself, and found it most useful to just start working, and then to “Google” my questions as I went, e.g. “How to X in Weebly” when I was stuck.

MIGRATION:

Procedure of the migration that

Content manager: Based on the tickets were made, information had to bring from the SharePoint to the Drupal. It included contents, documents, links, and email address (if necessary). This job required accurately and disciplined the procedure 100%. After migrating, the tickets would be moved to the progressing boxes, where it will be checked by other team members.

Checking the qualified checklist: a team member would be assigned to check the content to make sure all of data were correctly, and no any trashed tag or mistake were made. A ticket had to be gone through more than twenty points’ checklist before moving to higher level checking, then it can be published.

Code.gov

The color code that was assigned for me by supervisor to learn how rate for a coding from department. Most of our digital team had rate over 7,5, but my supervisor wanted to have better rate.

Analysist: according to requirements from government, I compared our existed code to the sample code from the guidelines:

* Make note about how difference between two sources.
* Feed back to supervisor and rearrange the code as the guidelines.
* Adjust, addition, or delete if necessary.
* Run on the code.gov/tools to make sure no any mistake.
* Record and suggestion with supervisor

Working in migration duty, I realized that no any mistake could be made because it is serious information that will influence the whole country. Therefore they were checked several round.