



INTERNSHIP JOURNAL KEEPING GUIDELINES

There are three purposes for keeping your journal: 1) documenting your hours, 2) noting information for your final report, 3) assisting in personal growth and career exploration.

1. Write down what you do each day/week (writing daily for the first week and then can summarize activities for the week from week 2 on). Document hours by writing in the hours worked each day at the top of your journal **and** on your time sheet. **Be sure your name, site name, who worked you worked with, and dates and hours worked are identified at the top of each journal.**
2. Your final report at the end of the semester asks for information on the organization, the career path in your profession, your internship goals, activities at the site and the like (as described on a separate handout). Keeping track of your activities and this other information in the journal will assist you in writing up your summary report, as you will otherwise forget much of what you did. *I will be reading the journal weekly and providing you a grade, so write or type neatly.*

An internship falls under the rubric of “experiential education,” and is not merely a “work experience.” To get full benefit from the work, you need to reflect on the site and yourself, which can lead to clarification of career goals and insight into work style (yours and others). You must be active in the learning process; you determine what you want to learn and how to do so. The following paragraphs can give you some ideas about what to observe and write about besides your daily activities), and help you make the most of your internship.

IN ADDITION TO YOUR ACTIVITIES, YOU MUST MAKE REFLECTIVE ENTRIES ABOUT ONE OF THESE TOPICS WEEKLY. WRITE IN A POSITIVE MANNER.

Write about your first impressions on the job along with the above information. For the remainder of your entries, choose ONE of the topics below each week. You may go in order or skip around. You may also create your own topic.

- A. Appearance – How do the people dress at work? Do they appear professional? How does the office look: chaotic, shabby, posh or super-organized? Do you have sufficient space to work? Are the files well organized and easy to use? Do they have the equipment you need to get the job done?
- B. Attitudes – How seriously do people take their work here? Are they friendly and helpful? Does there seem to be a lot of politics and infighting going on? Who are the leaders here? Do people seem to accept your intern status? Is this a high pressure place or laid back? Does there seem to be any discrimination against people because of sex, race, handicap, etc. or inklings of sexual harassment?
- C. Rules - Are there a lot of rules governing work procedures? Are the rules clear and in written form? Is it easy to get the information and resources you need to do your work? Did you receive any kind of orientation? Is the authority structure clear as to who has control over activities and events and your work?

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- D. Training - What training do you need to enter this organization and to progress in a career? What sort of training do the people already here have? What sort of personal qualities are useful here? Do you see any changes occurring soon in this organization or in the whole industry that may influence careers?
- E. Learning – How easy is it to ask questions? Are assignments clear? Are you getting the feedback you need? Do people seem too busy to teach you things? Are you getting to do what you wanted to do? How do people, including yourself, respond to suggestions or criticism? Are you being stuck with too much “go-fer” work rather than learning new skills? Look at your Learning Plan each week and review it with your supervisor when necessary. How will you know when you have learned what you wanted? Let people know what you have to offer.
- F. Scheduling - Is everything here done at the last minute in a rush? Is there a good sense of priorities? Do people come and go randomly; are they prompt with appointments and meetings? Are they flexible with your hours? Are you able to meet your deadlines? How are you juggling home, school, internship and job?
- G. Supervision - Are you receiving the supervision you want and why or why not? What motivates your supervisor and what is their leadership style? Is it compatible with yours?
- H. Ethics - How does the mission of this organization fit your personal goals and values? Is there any conflict over what they do here and your view of how the world should work?
- I. Effectiveness – How effective is this organization in making money, serving its clients, etc.? How efficient is it? What changes would make a difference?
- J. Satisfaction – Would the daily functions of this career satisfy you? Is the atmosphere collaborative or competitive? What are the relationships between customers and staff, co-workers, clients/staff, and supervisors/staff? What variety is in the work? Opportunity for advancement? What personal satisfaction would you find in this work?
- K. Technology - What role does technology play in the operation of this workplace? What sort of technology and technical applications are available. To what extent do people rely on technology to perform their jobs? Does a lack of adequate technology impact the work of the organization?
- L. Stress - What factors contribute to stress in this workplace? How do people handle stress? What factors contribute to your stress on the job and how do you handle it?
- M. Teamwork – In what way is teamwork used in the workplace? Why is working effectively in a team of value to the organization? How has your involvement in a team helped you in the workplace?