

Internship Journal (20%)

Begin your journal at the start of your internship. At the halfway point (either 45 hours or 90 hours), and at the conclusion of your internship (either 90 hours or 180 hours), share your journal with your business sponsor and certified staff sponsor. Please have them sign and date the journal. This journal is part of your final grade.

This journal is a useful way of keeping track of what you are learning on the internship. A journal causes you to think about your experiences and can help give insight into what you are experiencing and feeling. It is also a useful record of your learning.

To be most effective, the journal should not be merely a log of events. It should be a means to analyze or reflect on the activities you are performing and the new things you are learning. In addition, it helps you to recognize important events and to relate your stated objectives to what you perceive you are learning and doing.

Record something in your journal each day you work. Be sure to date each entry. Write at least several sentences each day.

Use the following to help you decide what information to include in your journal entries:

1. Job Description
 - Describe in as much detail as possible what you will be doing during your internship. You may need to add to this description as your internship progresses.
 - How do your job responsibilities match your own personal objectives?

2. The Organizational Setting
 - What is the organizational structure? Who are the leaders? Who makes things happen?
 - Who are the clients/customers of the organization?
 - Describe the work atmosphere at your internship site. How are decisions made? Is it a cooperative or competitive atmosphere? Is there a lot of group work, or do people work by themselves?

3. Journal Entries

- Describe what you did and what you observed at your internship site.
- Describe what the best thing that happened to you today was. How did it make you feel?
- Describe what new skills or knowledge you have learned since beginning the internship. How might these new skills or knowledge help you in future job searches?
- Describe what people do who work at this occupation. Describe a typical day at your site.
- Describe some of the advantages and disadvantages of working in this occupation or at this organization.
- How have your duties changed since you first started? Have you been given more responsibility?
- What do you feel is your main contribution to the organization?
- How do the people at the internship site treat you? How does it make you feel?
- What have you done this week that makes you proud? Why?
- List new words and their definitions that you encounter during your internship.

4. Questions You May Want To Ask Your Business Mentor During Your Internship

- How did you become interested in this field?
- What training or education must you have to pursue this career?
- What do you like the most or the least about your work?
- What skills do you use most often?
- What personal qualities are helpful?
- What are the major problems or frustrations in your work?
- What advice would you give to someone interested in this field?
- How will work in this field affect your lifestyle?