



TOOLS

Internship Journal

The journal provides an opportunity for you to write about your learning experience. There are several ways that you can use your journal to examine your internship experience. Some of its uses are to examine new knowledge and skills, to discover what you feel as a result of experiences in your internship and to reflect on your own learning. In your journal you can reflect on successes or problems as well as anxieties or other feelings you have about your class or your internship. You may record your responses to difficulties that come up during the course of your internship. In addition, you may record personal reactions to teachers, internship coordinators, supervisors or coworkers or to groups you take part in. You may use the journal to record any problems you are having that interfere with your learning experience.

You may write about anything that relates to your experience in school or at the internship or about experiences outside school that relate to the you that comes to school and learning. If you choose, you may use any of the ideas listed below as starting points for your journal entry. You may wish to use them once only or to repeat the topic if it seems useful or important.

You will be asked to share some of your reflections in classroom discussion, so consider the journal an opportunity to remind yourself of situations on which you would like some input.

This journal is specifically designed to help you process the learning that happens as a result of your internship, but *it is not a private journal*. Your teacher will collect and check your journal periodically, providing you with feedback on your entries.

Basic Guidelines

- Keep your journal in a separate notebook or file folder.
- Write a journal entry at least once per week during the course of your internship.
- All entries should be numbered and dated.
- Each entry should be a minimum of 75 words.
- Content should be thoughtful, detailed and honest.
- Writing should be legible and written in standard English.
- You may address other issues not prompted below as they come up.



TOOLS *(continued)*

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Journal Prompts

- Some questions I have about my internship (today's lesson, my project, the article I read) are ...
- Write a letter in which you talk about a need that you have at the workplace that needs to be addressed.
- Discuss changes or additions you would like to make to your internship objectives.
- Describe one job, person or department at your workplace that you would like to know more about. Why?
- Who at the workplace would you like to know more about? What do you need to ask that person to understand who he/she is as a person or how he/she got to hold this job? Write down the questions you would ask this person.
- Discuss the academic knowledge that you are receiving in school and how it is useful to you in your internship experience.
- Write about something that you learned about one aspect of the industry in which you are working.
- How does it feel to be in a new place?
- Write about a conflict, success or disappointment you're experiencing through your internship.
- Write a dialogue between yourself and someone at your workplace that deals with a personal conflict.
- What do you need to know about what your company does? What don't you need to know? What have you found out and what do you still need to know?
- Describe the expectations you had of this internship when you chose it and whether those expectations have been met or changed as a result of the actual experience.
- Describe the process of completing your internship objectives or project through this internship. How do you feel about doing it? What parts do you enjoy? What parts do you need help with?
- To what extent do the learning objectives in your WBL plan reflect what you have learned at this internship?
- Describe in detail your internship site, including the location and the general surroundings.
- What are your duties and responsibilities? Approximately how much time did you spend during the week on the various activities?
- What is the expected dress, work ethic and general behavior for professionals in your workplace? Do these vary according to the day's duties? If so, how?