

EXECUTIVE INTERNSHIP JOURNAL

The journal is a personal reflection of the student's experience and learning. These entries may include observations, highlights, criticisms, explanations, evaluations, recommendations, and references to readings. Students may write the journals in either a creative or expository manner. Advisors will review the journals once a week. The format of the journal should emerge from a dialogue between you and your Advisor.

DAY 1: What are your goals and expectations for this internship? What do you hope to learn and/or achieve? What are your first day impressions of the internship?

DAY 2: Describe the physical environment where you work. Be specific.

DAY 3: Describe the type of business or organization for which you are working. How would you explain what takes place to an outsider?

DAY 4: Describe the person with whom you have worked most closely

DAY 5: How do you assess your internship so far? What do you like best? What do you like least? What is frustrating? Satisfying?

DAY 6: What personal qualities does one need for success in this job?

DAY 7: Are you finding it easy or hard to maintain non-internship commitments, such as theater, sports, student government? Is it a good break from the internship or does it get in the way?

DAY 8: Describe your relationship with your Site Supervisor. How much interaction do you have, and how is that time spent? Does your Supervisor treat you like an employee, a teenager, a colleague...?

DAY 9: Today is a day to pat yourself on the back. Write about something you have done well.

DAY 10: How is your internship so different from school? Which world do you prefer and why?

DAY 11: What would your Supervisor say about the job you are doing up to this point? Why would he/she say it? Would a co-worker of yours (other than your Supervisor) say the same or different things?

DAY 12: What education and/or other credentials does one need in order to hold a major position at your site? For example, what type of degree, how much schooling, how much experience? Would you choose this as a possible career based on these requirements?

DAY 13: What do you feel is your biggest weakness as an intern? Write in detail about one thing you feel you have failed at or would like to have done better.

DAY 14: At this point, you should be able to speak knowledgeably about the field you are in. Describe the key aspects of this field.

DAY 15: What skills have you learned in your internship? What attitudes of yours have changed or new attitudes formed because of this experience?

DAY 16: Look at your first entry. Have you met your goals? How are your feelings now different from your first impression?

DAYS 17 – 29 Now that you are started, use your imagination and resourcefulness for future daily entries.