



Keeping Your Internship/Field Experience Journal*

The purpose of keeping a journal during your internship or field experience is to assist you in documenting your hours, noting information for your journal summary/reflection, and assisting you in your personal growth and career exploration.

An internship or field experience falls under the rubric of "experiential education," and is not merely "work experience." To get full benefit from the work, 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 idea about what to observe and write about (besides your daily activities), and help you make the most of your experience.

These quick tips may help you get started with your journal:

1. Keep a daily log. Document your hours by writing in the hours worked each day. Add them up periodically, and write in the total at the end of the journal entries. **You are expected to work 105 hours at your site for 3 credits, 210 for 6 credits and 280 for 8 credits.**
2. A detailed journal will assist you at the end of the semester by documenting information on the organization, the career path in your profession, your internship goals, and activities at the site. Keeping track of your activities and any other information will assist you in writing up your summary, as you might otherwise forget much of what you did. In addition to your daily activities, you must make REFLECTIVE ENTRIES about at least 4-5 various topics related to your experience during the course of the semester. Some ideas for topics to address are on the next page.

Final Portfolio Grading

UC 4940 students will earn the letter grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F based on the standard University grading scale for the point values of the portfolio elements submitted. All should be typed and double spaced and use correct grammar, spelling and punctuation. The grading rubric will award up to 100 points based on the following portfolio elements:

Log/Daily Entry (Word or Excel Format)

Final Report

Length of report is dependent on credit hours. Historically, here are averages from past projects:

1-3 credit hours: 3-5 pages report + log, evaluations and appendices or 7-10 total pages

4-6 credit hours: 6-10 pages report + log, evaluations and appendices or 14-20 total pages

7-8 credit hours: 11-15 page report + log, evaluations and appendices or 20-25 total pages

Self Evaluation

Supervisor's Evaluation

Appendices/Learning Documentation (if any)

Journal Topics for Academic Internship/Field Experience

Appearance -- How do the people dress at work? Does your current wardrobe fit in to this site? 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? How do you feel about working in a place like this?

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 resent your intern status and access to information and meetings they may covet? 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? How do you like working with these people in this kind of atmosphere?

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?

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?

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 you, respond to suggestions or criticism? Are you being stuck with too much "go-fer" work rather than learning new skills? Have you let people know what you have to offer?

Scheduling -- Is everything here done at the last minute in a rush? Is there a good sense of priorities? Are people 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?

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?

Diversity -- Do you observe diversity in the organization and/or within the various job roles in the organization? Are there any women or minorities in leadership positions? Other positions?

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?

Effectiveness -- How effective is this organization in making money, serving its clients, etc.? How efficient is it? What changes would make a difference?

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? Is there opportunity for advancement? What personal satisfaction would you find in this work?

Critical incidents -- Did something happen that changed your ideas or attitude toward this work or career? Can you identify a particular problem or issue that keeps reoccurring? Describe and analyze this in terms of its impact on you.

Format for the Final Portfolio

1. Submit a Final Internship or Field Experience Portfolio. This Portfolio project must include a cover page with the title, your name, address, telephone number, the date, and your major. Projects may be submitted in a **non-returnable** notebook, CD-ROM, or flash drive (PC readable formats) and should include the following materials:
 - a. Your on-site supervisor's evaluation.
 - b. Your self-evaluation. (Contributions to internship, personal growth, areas for personal improvement.)
 - c. A time log and/or journal specifying the completed activities and time committed to this internship.
 - d. A final written report. You should focus on the following points in preparing your final report:
 - Explain how your Academic Internship/Field Experience related to your approved program of study.
 - Explain how the activities undertaken in your internship or field experience met the objectives you had specified in the Academic Internship/Field Experience Proposal.
 - Explain how your internship or field experience relates to your future professional or educational goals.
 - Cite the resource material that provided the substance of your project. Include any relevant information that contributed to the successful completion of this project.
 - Evaluate the overall success of the internship or field experience. Discuss the strengths and the weaknesses of your effort. If you were to repeat this experience, what would you change and why? What recommendations would you make to fellow students planning a project or experience similar to yours, and why?
2. The final portfolio project may also include multi-media as well as audio or video materials as appendices.
3. All written components of The Academic Internship/Field Experience Final Portfolio must be written using the common rules of standard English, typed, double spaced, and free of spelling and grammar mistakes.
4. Submit all your final Academic Internship/Field Experience materials to your adviser by the semester deadline, which is the Monday of exam week for the semester in which you expect to receive a grade.
5. Submitted final projects are not returnable and become the property of the University College. Each student is responsible for keeping a personal copy of the Final Portfolio.

[All forms & examples of reflective entries & journaling on website.]

*Adapted from The University of Texas at Dallas, School of Interdisciplinary Studies