

# journal guidelines



You should complete at least six journal entries for each unit of credit you take. A journal entry is not just an account of the work you completed in a particular time period. Each entry should be a written reflection that focuses on some aspect of your internship experience and includes some analysis of that aspect. You may compose your entries on a computer or by hand, but each entry should involve at least 20-30 minutes of focused writing on a particular theme. Journal entries should be completed DURING the course of your internship, not at the very end.

The following questions are designed to help you select topics about which to write. Some topics may require additional research by you to find out about various aspects of the organization for which you are working.

## **Am I a good fit to this job/career?**

- Describe the environment and culture of your work site.
- With which aspects of that environment/culture are you comfortable? With which aspects are you uncomfortable?
- Which activities do you enjoy most?
- Which activities do you enjoy least?
- Which activities seem to come naturally for you?
- Which activities are most challenging for you?
- Have you discovered any new talents or interests as a result of this experience?
- How does your internship experience differ from your expectations of how it would be?
- Describe a "great day" at your internship and explain what makes it great.
- Describe a "lousy day" at your internship and explain what makes it bad.

- What are your greatest rewards with your internship?
- What are your greatest frustrations with your internship?
- What new things have you learned about yourself as a result of this internship?
- How has this experience changed or reinforced your view of the type of work environment or career you wish to pursue?

### **How does my job fit into the organization as a whole?**

- What is the stated mission of your organization?
- From where does your organization get its money and how is that money spent?
- What is the history of the organization?
- Describe the organizational structure of the organization.
- What is the role of your department/office/section in the overall organization?
- What is your specific role as an intern?
- From your experience as an intern, do you perceive that the organization is accomplishing its mission?
- How does the stated mission differ from what really goes on?
- From your perspective as an intern, what could the organization do to improve the successful execution of its mission?

### **Interpersonal relationships**

- What is the nature of your relationship with your supervisor?
- What is the nature of your relationship with your coworkers?
- How do interns interact with other workers in the organization?
- Describe the personality and style of a coworker or superior and identify aspects of their approach to interpersonal relationships that you might emulate. Describe aspects you would not emulate.