

Journaling Your Internship Experience

Maintaining a journal of your internship experiences may be required if you seek academic credit for your internship experience. Here are some suggestions for keeping your journal.

1. Journals may be hand-written in a spiral notebook or typed on computer. If you hand-write your journal entries, make sure they are legible!
2. Include the date, hours spent on the internship that week, and all activities done.
3. Be specific! Give details as though you were explaining your activities to a friend.
4. Spell it out! Don't assume your reader will understand your abbreviations and slang terms.
5. Write the entry the same week. Don't fall into the trap of waiting several weeks before writing in your journal. Also, don't save up several weeks of entries to write. It's amazing how much you'll forget and how difficult it will be to write the entries.
6. At the end of each month, total the number of hours you spend on your internship. This will save you and your employer time at the end of the internship.
7. Turn in your journal with your final paperwork. The due date for all your paperwork is on the Internship Proposal Form.