Your Internship Journal

Writing a journal during your job or internship can be an extremely useful way to keep a record of your professional growth and development. It will be useful for updating your resume, completing performance reviews and interviewing for future positions. It is easy to forget exactly what projects you worked on and what experiences you had after the job or internship is over. This journal will allow you to process your thoughts and articulate your new skills and abilities.

Some Journal Writing Tips:

• Set aside a regular time each day or week for journal writing, even if it is only for five minutes.
• Keep your journal at home! You will be recording personal observations about your workplace, and you would not want the document to fall into the wrong hands.
• Your journal can be as traditional or high-tech as you make it. You can use a spiral-bound notebook, a journal with a lock, or a word-processing program on your computer. Whatever is easiest for you and will help you remember to complete your entries!
• Your journal is also a great place to keep track of the names and pertinent information of the contacts you make during your job or internship. You can also make a note of the contacts you believe will be helpful to you later and how they could help.

Questions to Consider in Your Journal:

Before the Internship:
• What do I expect from this experience?
• What are my concerns about this internship?
• What do I hope to gain from this internship?
• What goals have I set for myself?

During the Internship:
• What do I like most about my work? What do I like least? What am I best at? What have I accomplished when I feel I’ve had a good day? What contributes to a bad day?
• What is the company culture like? What are the formal and informal power and social structures? How do people communicate and interact in friendship patterns, politics, demographics and value systems? What kinds of behaviors are rewarded/criticized? What are the unwritten codes of dress and conduct? What do I like most/least about this culture?
• What is a typical day like? What do people in this organization do?
• What projects have I completed that I am most proud of? How did I handle challenges on the job?
• Does this work match my values, interests, and skills?
• How have my experiences compared to my expectations?
After Your Internship:
- How did my academic background help my work? Which classes, subjects and projects have been the most helpful?
- How has this internship impacted my personal and professional goals?
- Would I want to do this internship again? Why or why not?
- If I could do this internship over, what would I change?

*After your internship is completed, you can make an appointment with a career adviser to discuss your experience and where to go from here. Call Career Services at 515-3249 to make an appointment.

**Internship Journal Template:**
Here are some ideas about the format you may want to use in a typical journal entry. Feel free to take this format and make it your own!

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks for the day:</td>
</tr>
<tr>
<td>Difficulties I faced/ways to overcome them:</td>
</tr>
<tr>
<td>Good things that happened:</td>
</tr>
<tr>
<td>Ongoing observations:</td>
</tr>
<tr>
<td>New contact/new skills or words learned:</td>
</tr>
</tbody>
</table>