

APPENDIX I:

Intern Weekly Journal

As part of your summer internship, you will be required to maintain a weekly journal. Your journal entries should capture your general thoughts/reactions to your work. It is meant to help you reflect on the relationships between your internship experience, your learning outcomes, your academic life and your personal / professional goals.

Journal Benefits

- Your journal will provide a “record” of your professional growth and development over the course of your internship.
- This writing exercise will allow you an opportunity to reflect on your experiences with the Company.
- Your journal content should be thoughtful, detailed and honest as it allows you to draw parallels between your high school course work and your experiences here.

Journal Writing Tips

- Please be consistent with your journal entries. Set aside a regular time each day (or week), to devote to your journal writing.
- Please be sure to keep your journal entries in a private place. Since you will be recording your own private thoughts and observations, you do not want co-workers accessing your material, intentionally or accidentally.
- Your journal is a great place to record the name and pertinent information of contacts you make during your internship.

Confidentiality

Please be aware that your journal entries will be kept confidential and read only by Global Human Resources. Your suggestions and feedback will assist us in strengthening our Company internship programs going forward.

1. Briefly describe some of the project(s) and related duties you worked on this week. List:

2. What did you learn or observe during your time here this week?

3. Describe one job, person or department at your workplace that you would like to know more about. Why?

4. Discuss the academic knowledge that you are receiving in school and how it is useful to you in your internship experience.

5. What were the peak experiences of the week—your sources of satisfaction and achievement?

6. What kind of hindrances made it difficult to perform your job effectively this week? What changes would you make to overcome the hindrances?

7. What was expected of you this week in your internship? Write down clearly the goals you set for yourself and how you did or did not meet your intended objectives.