

WEEKLY ACTIVITY JOURNAL

Chadron State College Internship Program

This form is available at: <http://www.csc.edu/internship/forms.csc> Fill it out electronically, save it electronically for inclusion in your final portfolio, and print a hardcopy to be signed and submitted each week to the Internship Office. You may fax, scan and email, or mail or deliver a hard copy of the signed document.

NAME: _____ WEEK ENDING : (DATE) _____

SITE: _____

TOTAL HOURS FOR WEEK: _____

TOTAL HOURS TO DATE: _____

50 hours of work = 1 credit hour

Please round work hours up to the nearest quarter hour

SUNDAY

DATE: _____ HOURS: _____

Activities:

MONDAY

DATE: _____ HOURS: _____

Activities:

TUESDAY

DATE: _____ HOURS: _____

Activities:

WEDNESDAY

DATE: _____ HOURS: _____

Activities:

THURSDAY

DATE: _____ HOURS: _____

Activities:

FRIDAY

DATE: _____ HOURS: _____

Activities:

SATURDAY

DATE: _____ HOURS: _____

Activities:

STUDENT COMMENTS:

Supervisor's Signature

SUPERVISOR COMMENTS (optional):

WEEKLY REFLECTIVE QUESTION

Chadron State College Internship Program

Choose a different question to respond to each week. Submit a hard copy with the question number and the response along with your Weekly Activity Journal. *Be sure to save your responses electronically for inclusion in your final portfolio.*

1. What is your job description? What are your responsibilities?
2. What is the name, size, and location of the business/organization of your site?
3. Define the purpose of your business/organization.
4. Describe the organizational structure of the business/organization.
5. Describe the effective and ineffective mechanisms of organizational communication at your site. (Support with specific examples and suggestions for modification.)
6. Describe the effective and ineffective mechanisms of personal communication within your unit or immediate work environment that affect your ability to carry out your day to day responsibilities. Include specific examples and suggestions for modification.
7. Describe the technology used in your workplace. What training did you receive in order to be productive in its use? Does the technology serve the individual and the organization? Are you familiar with an alternative form of technology that would be more efficient? Provide suggestions for modifications.
8. Discuss how the experience is or is not meeting your expectations. How will you apply yourself differently for the remainder of the internship? What factors would improve your experience?
9. Discuss how your classroom learning applies to your internship experience.
10. What information could you take from your internship experience and share in the classroom?
11. Describe your short term and long term career goals and design your pathway for achieving these goals. Where are you now in relation to these goals and how do you plan to get where you want to be? How is the internship assisting you on your pathway?
12. Describe an ethical dilemma at your workplace, (actual or possible) that you have observed or of which you have been a part. Discuss why you feel this dilemma exists and what actions were/are necessary to resolve the dilemma.
13. Describe a conflict within your organization, past or present, (actual or possible) and discuss how it concluded or how you would like to see it conclude. Provide information about how you would have handled such a situation or if the conflict has not yet concluded, describe how you would bring resolution to the conflict if it was your responsibility.
14. Imagine you are a manager within your organization. Propose some changes that would increase efficiency and working conditions or boost employee morale.
15. What have you learned about yourself, your employer and your job?
16. What have you learned about the value of your education in preparing you for, or not preparing you for your career? Explain.
17. What have you learned about this occupation or profession?
18. What would you have done differently for this internship experience?

