

College of Charleston
School of Business and Economics
Internship Program

Internship Journal Guidelines

What Should My Journals Include?

At the top of EACH journal:

Students Name

Host Agency/Company

Host Supervisor's Name

Journal Dates

Hours Worked for Week

Hours Worked to Date

** Write a separate journal entry for each day that you work. Include the day of the week (Monday) as well as the date (August 22nd, 2007)*

What Do I Write About?

- What you did that day
 - What's happening in the office
 - Reactions to events taking place in the work environment
 - How you're applying classroom concepts on the job
 - What you are learning from the internship experience
 - Observations about the work environment, employee roles, organizational structure, etc.
 - Are there issues arising? If you were the employer; how would you handle them?
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- *There will be some days when you feel like you don't have anything to report. On those days, write about your reactions/feelings toward the job, observations about other aspects of the work environment, etc.*
 - *Be open and honest- if you like/dislike something about the internship write it down. Your journals are not shared with your host organization or supervisor so please feel free to write what you feel about your internship.*

