INTERNSHIP ACTIVITY LOGS

Directions: Complete an Internship Activity Log on a <u>weekly</u> basis starting the first week you begin your internship. Remember, your activity logs along with your timesheets must be turned in to your Faculty Internship Supervisor by the 5th of every month <u>after</u> you begin your internship.

- **♦** You must complete at least nine (9) activity logs.
- **◆** Activity Log (F) and the Final Log(N) must be two (2) of the nine (9) you complete.
- ◆ This activity is worth 36% of your grade.

(CONTINUED ON NEXT PAGE)

Internship Activity Log (A)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

Student's Name:
Internship Site:
Today's Date:
1. Describe the specific tasks you performed your first week. (Reminder: You must have developed a Customized Learning Plan with your faculty internship supervisor NLT than two weeks after the start of your internship. It is worth 25% of your grade).
2. Describe your work environment (formal, casual, dress attire, etc.). What do you like about where you are working?
3. What type of product/service does this company provide?
Internship Tip: Do not get discouraged if the duties you are assigned in the beginning are not too challenging. Your supervisor needs to see what you are capable of doing before he/she can

assign additional responsibilities.

Internship Activity Log (B)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:
Internship Site:
Today's Date:
1. To date, what has been the most challenging aspect of your internship?
2. Describe your supervisor's management style (formal, informal, etc.).
3. Describe one new thing you have learned about this company, or the field and/or industry as a whole.
Internship Tip: Take the initiative! If you have nothing to do, ask a co-worker if he/she needs

help. Let your supervisor know you are motivated and ready to take on new responsibilities.

Internship Activity Log (C)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:
Internship Site:
Today's Date:
1. Describe your supervisor's communication style (verbal, written, lots of details, few details, etc.).
2. What organizations, journals/magazines, websites can you research to obtain information relating to this field/industry?
3. How is your internship changing (if at all) your impression of your career field/industry as a whole?

Internship Tip: Although routine tasks are less challenging, remember that you are making

Internship Activity Log (C)

Directions: Please \underline{print} your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.

Student's Name:	
Internship Site:	
Today's Date:	
an important contribution. I	The little things DO get noticed!

Internship Activity Log (D)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

your recently meet is made in the control of every month after you segar you	our meerismp.
Student's Name:	
Internship Site:	
Today's Date:	
1. Describe what you accomplished at your internship this week. Be specific in de knowledge you have gained and the skills you have developed. What objective(s) Customized Learning Plan does this satisfy? (Reminder: You must have develop Learning Plan with your faculty internship supervisor NLT than the second worth 25% of your grade.)	on your ped a Customized
2. Discuss a difficult, challenging and/or awkward situation you faced at your inte describe how you handled it. What have you learned from this experience?	rnship and
2. Discuss a difficult, challenging and/or awkward situation you faced at your inte	rnship and

Internship Tip: Don't be discouraged if you make a mistake. When you do, maintain a professional attitude and accept responsibility for your mistake. Most of all, learn from it. Remember, an internship is a learning experience.

Internship Activity Log (E)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.

Student's Name:
Internship Site:
Today's Date:
1. Evaluate your job performance to date as an intern. What are your strengths? How can you improve your performance?
2. Describe the workflow process in your office/internship site?
3. Are you still interested in pursuing a career in this field? Why or why not?

Internship Tip: Don't be afraid to ask questions and talk to people regardless of their position. Introduce yourself to others and you will find that most people will take the time to talk to you.

Internship Activity Log (F) INDUSTRY EXPLORATION ACTIVITY

Directions: Select two positions at the internship site that you would be interested in knowing more about. Speak with the individuals that are currently in those positions and indicate their responses in the spaces provided below. Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.

3. What is the starting salary/wage per hour for these positions? (Go to: salary.com)

Internship Activity Log (G)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	
1. Describe the specific tasks you performed this week. Which objectives on your C Learning Plan does this satisfy? (Reminder: You must have developed a Customic Plan with your faculty internship supervisor NLT than the second week of class 25% of your grade.)	ized Learning
2. What have you learned about yourself and your work style since you began your	internship?
3. What motivates you to put forth your greatest effort?	

Internship Tip: No matter what may occur, do not destroy yourself by complaining and slandering others. Remember, complainers often get overlooked for promotions. Leaders find solutions. Figure out an alternative that will effect positive change and present it to your

Internship Activity Log

supervisor.

Internship Activity Log (H)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	
1. What was the most rewarding work activity you performed this week? What objectives on the Customized Learning Plan does this satisfy? (See Customized Learning Plan)	ıc
2. What have you learned about how you handle stressful work situations?	
3. What skills have you acquired at this point that make you think you will be successful in a position in this industry?	

Internship Tip: If you have not met with or contacted your faculty internship supervisor yet, you should do so immediately. Twenty-four percent of your grade is based on your monthly

Internship Activity Log (H)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	
meetings/contact with your faculty internship supervisor.	

Internship Activity Log (I)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	
 Evaluate your internship experience so far in terms of: *the knowledge you are gaining; *the skills you are developing; *its relevance to your academic and career goals. 	
	9 W/L:-1
2. What would you like to accomplish during the remaining time at your internship objectives on the Customized Learning Plan does this satisfy? (See Customized Le	

Internship Activity Log (I)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	s opportunity.

Internship Activity Log (J)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	
1. Why did you choose the career for which you are preparing?	
2. Rank the following "items to be considered when selecting a position" in order indicate why: the money, the duties, personal reward/satisfaction, culture of the or	
Most Important 1.	
2.	
3.	
4.	
5. Least Important	

Internship Tip: Feedback, whether positive or negative, can be extremely valuable. If your supervisor is critical of your work performance, don't get defensive. Take some time to consider what he/she said and then respond in a professional manner. Come up with ways to

Internship Activity Log (J)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

Student's Name:		
Internship Site:		
Today's Date:		
improve in the areas indicated.		

Internship Activity Log (K)

Directions: Please <u>print</u> you answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.

Internship Activity Log (K)

Directions: Please <u>print</u> you answers legibly if you want to receive credit for your answer. If
additional space is needed, please use the reverse side of this page. Turn your Activity Logs in
to your faculty internship supervisor by the 5th of every month after you begin your internship

Student's Name:		
Internship Site:		
Today's Date:		

Internship Activity Log (L)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.**

	•	• • • •
Student's Name:		
Internship Site:		
Today's Date:		
		the greatest resource for gaining access to you know who may be familiar with job
<u>Name</u>	Company	Phone Number
1.		
2.		
3.		
4.		
5.		
2. Do you plan to join any stud	lent-based or professiona	d organizations in your career field/major?

Internship Tip: Professional relationships developed through professional and/or student-based organizations can greatly enhance your opportunities to obtain employment upon

Internship Activity Log (L)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:		
Internship Site:		
Today's Date: graduation.		

Internship Activity Log (M)

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn your Activity Logs in to your faculty internship supervisor by the 5^{th} of every month after you begin your internship.**

Student's Name:	
Internship Site:	
Today's Date:	
1. List the specific skills and responsibilities you can now add to your resume.	
2. Explain how you perceive your internship experience will affect your academic go term career goals, etc.	oals, your long
3. Provide an internship tip for future interns.	

(N) FINAL WEEK

Directions: Please <u>print</u> your answers legibly if you want to receive credit for your answer. If additional space is needed, please use the reverse side of this page. **Turn** your Activity Logs in to your faculty internship supervisor by the 5th of every month after you begin your internship.

Student's Name:
Internship Site:
Today's Date:
1. Describe what you liked the most and least about your internship.
2. Summarize what your internship has taught you about yourself and your career and industry as a whole.
3. Would you recommend this internship site to a friend? Why or why not?