

## **JOURNAL**

Each intern is required to maintain a log or a journal of their daily activities. The next page will provide an idea as to the format. The student can email the journal to the Faculty Supervisor or turn it in at their office. If the journal is sent electronically, send the journal as an attachment-not part of the email. The student is required to turn in the journal every two (2) weeks. The student documents their work activities and completes the comments, reactions, and notes section.

At the end of the internship, the journal will become property of Hagerstown Community College and will be kept on file. The students are encouraged to keep a copy of the journal.

The student informs the Faculty Supervisor when they have completed half of the internship hours so the Site Supervisor can complete the mid-term evaluation. It is the student's responsibility to have the Site Supervisor complete the evaluation, review it with him/her and return it to the Faculty Supervisor. When the student has completed the internship hours, the student notifies the Faculty Supervisor.

**NOTE:** The number of required hours for the internship is based on the number of credits for which the student is registered.

<b>Number of credits</b>	<b>Required number of hours</b>
1	60
2	120
3	180

### JOURNAL OF WORK ACTIVITIES

Note: Remember to include your comments, reflections and notes.

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Student Name \_\_\_\_\_

Semester \_\_\_\_\_

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Internship Site Placement \_\_\_\_\_

Job Title \_\_\_\_\_

DATE:			
Tasks		New	Routine
Hours per Week		Total Hours Worked	
Comments, Reflections, and Notes:			