

## **INTERNSHIP ACTIVITY LOGS**

**Directions: Complete an Internship Activity Log on a weekly 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 5<sup>th</sup> of every month after 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 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<sup>th</sup> 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 (C)**

Directions: Please 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<sup>th</sup> 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 an important contribution. The little things DO get noticed!**

## **Internship Activity Log (D)**

Directions: Please 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<sup>th</sup> of every month after you begin your internship.**

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. Describe what you accomplished at your internship this week. Be specific in describing the knowledge you have gained and the skills you have developed. What objective(s) on your Customized Learning Plan does this satisfy? **(Reminder: You must have developed a Customized Learning Plan with your faculty internship supervisor NLT than the second week of class. It is worth 25% of your grade.)**

2. Discuss a difficult, challenging and/or awkward situation you faced at your internship and describe how you handled it. What have you learned from this experience?

**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 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<sup>th</sup> 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 5<sup>th</sup> of every month after you begin your internship.**

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Position I**

Position Title: \_\_\_\_\_

Education/training required: \_\_\_\_\_

Major Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**Position II**

Position Title: \_\_\_\_\_

Education/training required: \_\_\_\_\_

Major Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

1. What entry level jobs will give you the experience you need to be prepare you for position I and position II?

2. What is the job demand for these positions locally, nationally, etc.? **Go to:** [labormarketinfo.com/oes-proj/w9812.xls](http://labormarketinfo.com/oes-proj/w9812.xls), click on Edit, then Find, then enter the position titles above). If you have problems with this, you may obtain the information from the Career Center.

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

## **Internship Activity Log (G)**

Directions: Please 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<sup>th</sup> 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 Customized Learning Plan does this satisfy? **(Reminder: You must have developed a Customized Learning Plan with your faculty internship supervisor NLT than the second week of class. It is worth 25% of your grade.)**

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 supervisor.**



## **Internship Activity Log (H)**

Directions: Please 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<sup>th</sup> 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)

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 meetings/contact with your faculty internship supervisor.**

## **Internship Activity Log (I)**

Directions: Please 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<sup>th</sup> of every month after you begin your internship.**

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. 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.

2. What would you like to accomplish during the remaining time at your internship? Which objectives on the Customized Learning Plan does this satisfy? (See Customized Learning Plan)

**Internship Tip: Take the time to develop relationships with other employees. They can be a valuable resource and offer you good advice. Be sure to take advantage of this opportunity.**

## **Internship Activity Log (J)**

Directions: Please 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<sup>th</sup> 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 of importance and indicate why: the money, the duties, personal reward/satisfaction, culture of the organization, etc.

**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 improve in the areas indicated.**

## **Internship Activity Log (K)**

Directions: Please 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<sup>th</sup> 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 Customized Learning Plan does this satisfy? (See Customized Learning Plan)

2. Evaluate the organization of the department/section to which you are assigned. How does it impact (positive or negative) their job performance, encourage creativity/initiative? What suggestions do you have for improvement?

**INTERNSHIP TIP: Internships are like Sega Hockey: The more you enjoy it and are interested in it, the more you get out of it.**

## **Internship Activity Log (L)**

Directions: Please 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<sup>th</sup> of every month after you begin your internship.**

Student's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. Networking with other people in your career field is the greatest resource for gaining access to jobs as well as getting promoted. Make a list of people you know who may be familiar with job openings in your industry.

| <u>Name</u> | <u>Company</u> | <u>Phone Number</u> |
|-------------|----------------|---------------------|
| 1.          |                |                     |
| 2.          |                |                     |
| 3.          |                |                     |
| 4.          |                |                     |
| 5.          |                |                     |

2. Do you plan to join any student-based or professional 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 graduation.**



**Internship Activity Log**  
**(N)**  
**FINAL WEEK**

Directions: Please 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<sup>th</sup> 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?