



Student Internship Journal



- Describe your workplace environment, both physical and social. What did you experience on your first day?
- Talk to someone in your workplace about confidentiality issues in his/her business. Summarize what you learned in that conversation.
- What is something you do not like about your internship? Who is responsible for the situation? How could you make it better?
- Describe your initial perspective of the career you are interning at. After being an intern there for a few weeks, how have your beliefs changed, and what are they currently?
- Ask for your company's mission statement. Type it neatly and print it out so you can put it in your portfolio. Copy and paste it into your journal e-mail.
- What role does technology play in this career? What types of technology do you see around the workplace (be specific about hardware and software)? What technological skills do you need to be successful in this field?
- Write about at least two specific goals you hope to accomplish before the end of the semester.
- Describe a situation at your internship where you have been assertive and stepped outside your comfort zone. How have you acted proactively in your internship recently?
- What are the major goals of the business you are interning at? What is most important in order to fulfill their mission? Do employees seem to let any less important activities get in the way of accomplishing what is most important?
- Can you see any potential changes in the business where you intern that might allow this business to run more effectively?
- Write about a conflict or problem that you have or have not seen resolved in your workplace.
- What are some of the ethical issues that must be addressed in this business? Have you encountered any specific situations during your internship that required you or others to make decisions about ethics?
- Has this internship had any effect on the way you are approaching learning in any of your other classes?
- In what ways is your attitude toward your internship the same or different from when you began? What have you learned about the variety of jobs available in this field that you never knew about before? Are there jobs you have found interesting other than the one you focused on in your internship?