

INTERNSHIP DAILY LOG INSTRUCTIONS

All students enrolled in the Media & Communication internship are required to keep a daily log/journal. This log/journal is a compilation of narrative accounts of your experiences on site, as well as a basic recording of your work hours, dates, and responsibilities. All internship journals must be word-processed (no handwritten journals will be accepted).

As you keep your journal remember that no work experience is without challenges in terms of the skills required, interpersonal negotiations encountered, or ethical dilemmas engaged. Your journal should be a space for taking stock of such challenges.

As you write the narrative portions of your entries you might explain, for example, the skills you've brought to site and the skills you are learning. Or, you might explain the difficulties or rewards of learning particular skills. (If you've selected an internship where you are not learning anything new, you need to reflect on why you selected that site. Even more importantly, you need to explain the initiative you are taking to make the experience a valuable one.)

At the same time, you might be positioned to engage or observe situations that challenge your ideas about what counts as ethical practice. Consider noting the conditions of particular situations. What did you observe? What are the organizational constraints that structured the situation? How do others at site negotiate ethical challenges?

In the past many student journals have been enriched by detailed and thoughtful entries reflecting on the ways the theory and practice of communication meet. Such high quality student journals often include detailed and organized entries that recount the way particular sites work organizationally. More specifically, such students have reflected on the ways intern work contributes to the success of the organization.

By considering the work of others in relation to your own responsibilities, you may craft a sense of who you are becoming professionally. To what are you committed? In what ways have your previous commitments been challenged or reinforced? What new commitments have you made as a result of your experiences?

Students who have written thought-provoking, impassioned, and reflective entries tell us that they've returned to their journals after leaving college for inspiration and to chart their ongoing professional and personal journeys. As you take stock of your experiences this summer, remember your journal can provide a treasured map of your early adventures beyond the Red Doors of Muhlenberg!