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# **Journal Guidelines for First Semester Interns**

During the fourteen work weeks, interns will compose and submit ten or more journal entries. These journal entries are to be typed, double spaced, Arial or Times New Roman font not exceeding 12-point font size, no larger than 1-inch margins, and 1 ½ to 2 pages in length. Each journal entry should begin with a recap and reflection of recent internship activities. In other words, tell us what has been happening in your internship. In addition, the following ten topics should be addressed. The Supervising Teacher at the home school may select to add additional topics to the ten below. Please note the abbreviations for TAG Standards: Advanced Communication Skills (ACS), Advanced Research Skills (ARS), Higher Order/Critical Thinking Skills (HOCTS)

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| # | Journal Entry Purpose(s) | TAG Standards Addressed | Topic |
| 1 | * Recap and Reflection * Professional Writing and Speaking | ACS 1, 2, 6, 9 | Consider how you will write and speak differently during your internship. Reference the cover letter, resume, emails, conversing with adults, etc. |
| 2 | * Recap and Reflection * Preparing for Your Placement Interview | ACS 1, 9  ARS 1 | Consider the interview attire you are planning to wear or have work already, drive time and location, site and site supervisor research, etc. |
| 3 | * Recap and Reflection * Focus on Your Interviews | ACS 1, 2, 9 | Consider the evaluations from your Pre-Internship Interview with your Internship Program Advisor and the Placement Interview with your Internship Host Site Supervisor. How will you apply the skills you have learned and your experiences at future interviews? |
| 4 | * Recap and Reflection * The Importance of Saying Thank You | ACS 1, 2, 9  ARS 7 | Consider your thank you letter to your Internship Host Site Supervisor after the Placement Interview. |
| 5 | * Recap and Reflection * Time Management and Juggling Responsibilities | ACS 1, 2, 9  HOCTS 11 | Consider the multiple responsibilities you are all juggling at the present time (i.e., high school coursework, college applications, extracurricular activities, your internship, family life, friends, etc.). Now describe how you use time management to fulfill all your responsibilities. Describe how time management is necessary in your internship career field. |
| 6 | * Recap and Reflection * Career Field Jargon | ACS 1, 9  ARS 1, 5, 7 | Consider the career-specific terms, phrases, acronyms, technology/software that you have heard at your internships. List and define the jargon and provide the source(s) for your information. |
| 7 | * Recap and Reflection * Intern Attitude and Office Culture and Politics | ACS 1, 2, 9  HOTCS 11 | The top three descriptors site supervisors use to describe good interns include: enthusiastic, confident, and respectful. Describe how you are embodying these descriptors presently at your internship site and how you hope to embody them in your future career pursuits. Also, entering a work environment can easily be compared to entering a foreign country. The people around you speak a different language, have spoken and unspoken politics, and cultural norms. How have you navigated your internship culture? |
| 8 | * Recap and Reflection * Internship Site SMART Goals | ACS 1, 9  HOTCS 11 | By this point in the internship, you should have completed Parts 1, 2, and 3 in the Internship Site SMART Goals Assignment. Has this assignment helped you outline and fulfill your internship goals? Will you be able to complete all your goals by the end of your internship? How does the articulation of goals lead to professional and career growth? |
| 9 | * Recap and Reflection * Internalizing and Growing from Evaluations | ACS 1, 9  ARS 5  HOTCS 11 | Consider your Host Site Supervisor’s evaluations and any advice given to you by your Supervising Teacher or Internship Program Advisor. How can you use this advice to improve your performance as an intern and a future worker? |
| 10 | * Recap and Reflection * Thinking of Your Next Move | ACS 1, 9  ARS 5  HOTCS 11 | How has your internship affected your college and career plans? Are you going to participate in another internship in the Program? If yes, which internship sites or career fields are you planning to pursue? |

Please note that all outside resources should be cited at the end of the journal. Copying and pasting from the Internet is not allowed; this is plagiarism