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# **Journal Guidelines for Second 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 * Finding Your Own Internship Site | ACS 1, 9, 11 | In many cases, returning interns are asked to help find their second internship site. Describe what role you played in finding your own internship. What did you learn during this process that may help you in future job searches? |
| 2 | * Recap and Reflection * Learning From Your First Internship | ACS 1, 9, 11 | Consider how your current internship is or will be different from your previous internship. What skills and lessons did you learn during your first internships that may help you succeed during your second internship? |
| 3 | * Recap and Reflection * Publications | ACS 1, 9, 11 | Each career field has numerous organizations and publications that one can belong to or subscribe to in order to strengthen or further their career network base, knowledge, etc. Name some of these organizations and publications, how you became a member of subscribe, and what benefits they could provide. You may want to use the people at your internship site as a reference for this question. |
| 4 | * Recap and Reflection * Pay and Benefits | ACS 1, 9, 11 | Research how compensation and benefit packages are determined for your career field. What strategies do people in your career field use to maximize their earnings? What non-pay criteria will you also consider during a job search (i.e., work/life balance, amount of travel required, geographic location, etc.)? |
| 5 | * Recap and Reflection * Future Internships | ACS 1, 9, 11 | Your vision should now be moving beyond the Internship Program. Research internship opportunities at the college or university you hope to attend. Describe the pre-requisites of the program(s) and internship opportunities provided. Also, consider your potential college major. Are there required internships to complete the degree? |
| 6 | * Recap and Reflection * Spotlight on a Role Model | ACS 1, 9, 11 | Pick a person that you can use as a professional role model. This person can be famous a family member, a person at your internship site, etc. Describe his or her qualifications, road to success within the chosen career field, and why you chose him or her as your career role model. |
| 7 | * Recap and Reflection * 5, 10, 15, 20+ Year Plan | ACS 1, 9, 11 | Describe where you would like to be professionally (and personally if you wis) in 5, 10, 15, 20 years…all the way to retirement. |
| 8 | * Recap and Reflection * Advice from Adults | ACS 1, 9, 11 | Find five adults (parents, workers at your internship site, older siblings, family members, teachers, coaches, neighbors, members of your religious community, etc.) and ask them the following question, “If you could give me job or career advice in one sentence, what would it be?” List and reflect on the advice you are given. |
| 9 | * Recap and Reflection * Hire Me! Students and Future Interns | ACS 1, 9, 11 | Now that you have completed this seminar, one internship, and are now near the completion of another, what advice would you give to current and future Hire Me! Students? In addition, what advice would you give to future interns? |
| 10 | * Recap and Reflection * Program Improvement | ACS 1, 9, 11 | We strive for excellence in the Internship Program. Is there any advice you could give us to help improve the quality of our program? |

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.