

DEPARTMENT OF MANAGEMENT/MANAGEMENT INFORMATION SYSTEMS
Instructions for Submitting the Internship Journal
(Effective date: Spring 2006)

Format

The Internship Journal will consist of four parts:

1. Cover Sheet: Your Name, Internship Semester (e.g., Spring 2006), Internship Sponsor
2. Final Report: 3 double-spaced typed pages
3. Weekly Journal: 6 to 7 double-spaced typed pages
4. Supervisor's Evaluation Sheet: printed form for your supervisor's signature
5. Student Evaluation of Employer Sheet

Final Report Content

At the end of your internship you also need to submit a Final Report in the front section of your Journal. This is a three page double-spaced typed summary of your experiences and what you've learned at the workplace. In the Final Report please discuss in detail the three most important lessons that you have learned. How did they affect you and your performance?

You may also include other aspects of your internship, such as: your biggest achievement, difficulties you overcame, the best/least enjoyable aspect, courses at UWF that were helpful.

Weekly Journal Content

Students are required to keep a journal of their internship activities with entries for each week. It will be turned in at the end of the semester. The journal may be submitted in table format or use the example below.

EXAMPLE

Week #1: January 3 – January 10, 2006

Task Description (1 or 2 paragraphs): What specific activities did you do this week? Include a description of any projects that you started/completed. If you learned a new task, describe it.

Reflection (1 or 2 paragraphs): In this section reflect upon what you did in the past week. Some of the things you may want to consider are did you have a particular accomplishment of which you're proud. Was there anything that surprised you or did you encounter a particular difficulty? How did you manage it? What were the highlights of the week? Any other thoughts or impressions?

After the first seven weeks of your internship (six weeks for summer terms), submit an electronic copy of your journal entries to Ms Sampson.

She will check it for content and let you know if it is acceptable or if you need to make future adjustments to it.

Supervisor's Evaluation Form

This form must be filled out and signed by your supervisor and submitted along with your Internship Journal.

[Supervisor's Evaluation Form](#)

Due Date

The final printed version of the complete internship journal is due no later than the last regular class day of the internship semester (not the last final exam day). Contact Juliana Sampson at 474-2316 or jsampson@uwf.edu and request an appointment to discuss your paper with Dr. Mukherjee, the department chairman. All journals must be submitted to Ms Sampson at least **three working days before your appointment** so that Dr. Mukherjee has time to review them.