

## DEPARTMENT OF MANAGEMENT/MANAGEMENT INFORMATION SYSTEMS

### Instructions for Submitting the Internship Journal

(Effective date: Spring 2012)

#### Format

The Internship Journal will consist of four parts:

1. Cover Sheet: Your Name, Internship Semester (e.g., Spring 2012), Internship Sponsor
2. Final Report: 3 – 4 double-spaced typed pages
3. Weekly Journal: 6 – 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 to four 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, 2012

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 are 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? New things learned?

#### 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](#)

#### Student Evaluation of Employer Sheet

This form must be filled out and signed by you and submitted along with your internship journal. [Student](#)

[Evaluation of Employer Work Sheet](#)

#### 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 the Department at 474-2310 and request an appointment to discuss your paper with the department chairperson. All journals must be submitted to the department at least **three working days before your appointment** so that the chairperson has time to review them.