

## ***Internship Journal (Weekly Report of Activities)***

The purpose of the internship journal is to allow the intern to reflect on weekly activities. A secondary purpose is to keep the university supervisor apprised of the progress of the intern in completing assigned activities and to allow the university supervisor to monitor internship experiences. Internship journal entries should be completed each week and submitted to the university supervisor by Monday each week. Entries should be submitted electronically with a day-by-day summary of the intern's activities.

The following format should be used in submitting the journal entry:

\_\_\_\_\_ Intern \_\_\_\_\_ Student Teaching Site (School)

Report for Week: Monday \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through Friday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>Day</b>	<b>Activities</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Sat / Sun</b>	