Student Interns must maintain a weekly Activity Journal in which he/she records the details of their internship activities as they relate to their Learning Objectives.

The Journal must include the following:

- Dates of entry – i.e.: ‘Week of January 11th – 15th’ (MINIMUM 2-3 paragraphs per week)

- Total number of hours worked that week (Do not list daily hours, only the total for that week.)

- Each approved entry must be uploaded to Blackboard separately. Do not upload multiple entries under the same tab.

- Internship Supervisor (employer) must review and sign journal entries weekly; if signed electronically, an email confirmation from the supervisor to you must be attached to the entry and uploaded to Blackboard.

Each entry should:

- Describe the specific jobs, tasks, and functions you have performed in your internship position

- Include the relationship of the projects and tasks performed to your Learning Objectives

- Include your own reflections on the internship experience, including highlights and challenges of that day/week.

All Weekly Activity Journal entries must be signed by the internship supervisor (employer) and uploaded to Blackboard by Friday at 5:00 p.m. every week.