

Journal Guidelines

Name: _____ Date: _____

Step 1: Personalizing your new journal

Now that you have a new journal for your school or internship site, personalize the cover with your name, the name of the site, and any other decoration you would like to have on your site journal, such as significant quotations, sketches, symbols, etc. The decoration should express your site work and your personality, and it should also be school appropriate.

You must also put the address and contact information of your site somewhere that is accessible in your journal.

Step 2: Writing the beginning entries

Each day write a journal entry about your experiences throughout the day. You want to provide a brief description of the tasks you performed during the day, but the majority of your entry should describe what you learned, how you feel about it, or what you think about it.

Write three paragraphs (4-7 sentences **per paragraph**) about your day using any combination of the following:

- What I enjoyed during the day
- What I found difficult and how I approached the difficulty
- What really worked and why
- What I would do differently next time
- What I observed that was interesting/noteworthy and why
- Description of a mentor, boss, coworker, customer, etc.
- Description of an interesting conversation
- How I changed as a result of this work