

COM 290 Internship Journal

Due Dates: Check course schedule sheet

- No late submissions will be accepted.
- Late submissions without authorization by your professor will be downgraded.
- Your journal is worth 20% of your final grade.

Don't forget to pick up your journal after it has been graded

To Begin:

Keep in mind - your journal should be used to relay your work experience, and serve as a database for your paper. You should start with recording the general activities you perform.

After a week or two:

Start questioning why certain activities are performed in a certain way and add your insights to your entries. There is no magic number as to what is adequate; however, **a page a day will be the minimum.**

After you hand in your first entries:

If the work becomes repetitive, you may want to write your journal every other day. However, if new and exciting events happen, write as much as you want.

Listed below are some suggestions for questions you should be asking.

They are only suggestions; they are neither exhaustive nor exclusive. It will also be useful to look at the guidelines for your final paper and record experiences and insights that may help you write your paper.

- What is the management style used at the site? Specifically, how is the internship program managed, and what is the role of the program within the larger organization?
- How is information disseminated at the site? Email? Inter-office memorandum? Staff meetings? Who has access to this information? Who generates it?
- How are documents produced in the office? What hardware and software are used? Who writes, edits, and produces them? Who reads them? Do people generate responses to these documents?
- How, besides the job title, is the hierarchy in the site made visible? By dress? By modes of address? By the size of the office or workstation?
- Do people work in teams or individually? Is the work cyclical or are deadlines imposed on special projects?
- How do projects get finished? What is the process?
- What is the role of communications technology at your site? How is it managed and upgraded? Who has access to what applications?
- How does your work contribute to the overall goals of the organization?