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## **JOURNAL ASSIGNMENT**

*Each student's experience is unique and each student is unique, and therefore, we would expect that you would be able to answer the questions in each submission as they relate to your experience. If there are questions that do not relate to your experience during the initial journal submission, go back to those questions in future submissions and answer them as you progress through your internship.*

*Please consider all of the questions for each journal entry. You don't need to answer every question in detail, but your answer should address all the questions and themes asked in them.*

### **Journal submission #1**

#### **Anticipating your internship**

Once you have initially secured an internship, you may be excited, motivated, and full of expectations. At the same time there might be some sense of self-doubt: "Am I ready to do this? I know how to be a student, but how will I fit into this work setting?"

#### **Orientation and establishing your identity**

When you arrive on site, you may find yourself preoccupied with taking in new information and establishing an identity in the workplace. You will be learning new rules, the work culture and subtleties of influence, and the organizational structure. You will also learn how to gain acceptance, and continue to seek direction and focus. Perhaps you will feel overwhelmed by so much new information or by the simple or routine tasks you are requested to do as a newcomer. You will be developing a working relationship with your site supervisor. [Watch this video to hear more about how to be a successful intern abroad.](#)

#### **ASSIGNMENT: Answer the following**

1. What are your initial expectations for your internship?
2. How are these expectations impacting your interactions and communication within the organization?
3. What assumptions do you have of your supervisor?
4. How can you best use the journal as a strategy for learning and reflection?
5. How will you balance your internship and other responsibilities in your life?
6. What are you most concerned / pleased about in this internship to date?

*\*Remember to use real life examples in your writing and explanations*

### **Journal submission #2**

#### **Reconciling expectations with reality**

By now you may have established a work routine and no longer feel like a stranger in the organization. The reality of the work situation becomes clearer and may be different from your expectations. You may be experiencing both the exciting and challenging aspects of your internship as well as the mundane tasks. You may find the flexibility of the workplace different from the academic setting. You may now be reconciling your expectations with the realities of the internship.

#### **Productivity and increased independence**

You will be experiencing increased learning and productivity while focusing your energy on accomplishing your learning objectives. At this point in the internship, you should feel integrated into the workplace environment, be able to

receive feedback, and gain awareness. You should be gaining an understanding of what it means to be a successful intern and taking more initiative at the worksite.

**ASSIGNMENT: Answer the following:**

1. How is your academic coursework helping you in your internship experience? How is your internship experience shaping your perception of your field of study/major?
2. How are decisions made within your organization? What leadership qualities has your supervisor exhibited?
3. What is the relationship of your organization to the community? Examples?
4. Describe your organization's culture. What special events / social interactions do you see in the organization? Do you participate in them?
5. Has the internship been going according to your original expectations and goals put forward in the pre-departure essay? Are you satisfied with the progress on these learning objectives? What surprises have you had about the work experience, the organization, or yourself?
6. What skills are you gaining? What skills would you like to work on?
7. What do you want to achieve during the mid – term visit? What are you most concerned about / pleased with to date?

*\*Remember to use real life examples in your writing and explanations*

<b>Journal submission #3</b>
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**Closure**

Almost immediately on the heels of feeling fully integrated into the work setting comes the awareness that the internship will shortly be coming to a close. With this awareness comes the beginning of the closure process, by wrapping up final projects, completing learning objectives, gathering information for your presentation, receiving feedback from your supervisor, and asking your supervisor to be a future job reference. Creating closure is difficult for some interns, and it is not always facilitated by the site.

**ASSIGNMENT: Answer the following**

1. How is your site facilitating closure to your internship? What steps are you taking to create closure?
2. What did you learn from this closure process?
3. How did your organization manage information? Who had it and how was it shared?
4. What have you contributed to your site?
5. What are you the most proud of achieving? What skills have you gained?

*\*Remember to use real life examples in your writing and explanations*