

WEEKLY JOURNAL REPORT FORM

(to be completed by the Student Intern each week during your internship and turned into AsU Learn by Sunday of that week)

Name: _____

Intern Site: _____

Hours worked this week: _____ Total Intern hours worked: _____

Internship for the week beginning: _____ Week number: _____

A. Journal Entry

1. List and describe your major task involvements this week:

2. What were your major accomplishments?

3. Discuss and reflect on the insights gained this week:

WEEKLY JOURNAL REPORT (continued)

B. Weekly Evaluation

1. What was the high point of the week for you? Name only the one highest point but describe fully and reflect on your feelings about it. (This will take more than the space here to answer.)

2. What was disappointing for you?

3. What activities or events of the week were most helpful in your learning? Why?

4. What were the activities or events of the week that you used specific information from your coursework? Describe.

5. How would you describe your performance in your role this week as an intern?

6. What are your plans/goals for next week?