

Internship Log/Journal
Sample for Com 4990

(Based on work provided by former intern A.E.)

Name: Com 4990 intern

Date: 8/1/2007

Interning Organization: Western Michigan University XXXXXX XXXXXX XXXXX

Month of: July,2007

Total number of hours for the month: 19.5

Date: 7/16/2007	Time of Arrival: 11:00 am	Time of Departure: 3:30 pm
Date: 7/17/2007	Time of Arrival: 1:00 pm	Time of Departure: 4:00 pm
Date: 7/18/2007	Time of Arrival: 11:00 am	Time of Departure: 3:30 pm
Date: 7/20/2007	Time of Arrival: 10:30 am	Time of Departure: 3:00 pm

Assignments/Responsibilities:

- Continuing with contacting local businesses about possible donations
- Begin preparation for leader training
- Collect and organize various paperwork and literature for leader packets
- Work with Fall Welcome to prepare Taste of the World
- Finalize schedule for week of orientation.

Accomplishments:

- Assisted colleague with reception for Korean students
- Went to local business and presented orientation to them and asked for their support
- Worked with my fellow Coordinators to begin the leader training process
- Met twice with fall welcome to discuss Taste of the World
- Sent orientation schedule out to rest of International staff to ensure to time conflicts

Progress toward submitted learning objectives:

- I'm becoming more and more organized as the weeks go by
- Working extremely cohesively with my team and I've learned to rely on them and ask for help
- I've learned my way around the office and I now know what paperwork goes with what!
- I feel completely confident in presenting myself and my ideas to strangers
- My time management has improved so much!

Problems/Suggestions for improvement:

- I'm finding it hard to really step outside of my box when it comes to creative ideas, I've become too comfortable with what I'm already doing.
- I find I'm getting a little intimidated by people who have had my position before so I'm not as outspoken with my ideas which I need to work on.