

# Journal Entries

---



**NORTHERN ARIZONA  
UNIVERSITY**  
*The W. A. Franke College of Business*

A journal will help you put your internship experience into perspective and will provide you a detailed record to reflect on while completing other assignments for this course.

## Directions

1. Identify the week by dates.
2. Explain observations you notice during your work days.
3. Describe how you feel about your observations.
4. Journal entries should be at least one page typed, double spaced, standard Times New Roman 12 point font.

### **Suggestions for topics to write about in your journal entries:**

- Observations as to how your internship position fits into the day-to-day functions of the department and/or organization.
- General impressions of the supervisor/colleague with whom you work.
- As a result of the internship, has your career objective changed in any way?
- Have you obtained a realistic view of the world-of-work and what is involved in holding a full-time job?
- Did your internship experience build on material you have learned in college?
- Were you able to apply any academic theory to any aspects of your job?
- Did you gain insights into the management styles used in your department and/or organization?
- Did you benefit by association with more experienced professionals during the course of your internship? How have you modeled yourself after these individuals?
- If you were in a position of management, what, if any, changes would you make to overall improvement of the operation?
- Discuss any progress towards your learning goals.
- Discuss any good or poor management decisions observed.
- How did you deal with any challenging situation?
- Would you recommend the sponsoring organization to future FCB interns?

**NOTES:** The FCB Internship Coordinator will under no circumstances share information contained in the journal with the sponsoring organization or other interns without the prior written consent of the intern.