

Broughton High School Internship Program

INTERNSHIP JOURNAL

The internship journal provides an opportunity for you to write about your learning experience. In your journal you can reflect on successes or problems, as well as anxieties or other feelings you have about your internship. You may record your responses to difficulties that come up during the course of your internship. In addition, you may record your personal reactions to teachers, internship coordinators, supervisors or co-workers or groups you take part in. You may use the journal to record any problems you are having that interfere with your learning experience.

Directions: You will begin your journal at the start of your internship. The journal will be used to help determine your final grade. You must complete a journal entry for every month that you submit a timesheet. Each month has a designated topic you should write about. **All Journal entries must be placed in the folder outside of Miss Davis' door on or before the due date.**

Required Journal Entry Topics:

1. **September-** Define the purpose of the business/organization – what they do, structure, who are their customers, etc. What is your job description – what will you be doing, who will you work with, where do you fit in, etc.?
2. **October-** Describe the work atmosphere. How are decisions made, is it cooperative or competitive, what is the dress code and work ethic of the organization?
3. **November-** How has your classroom experiences prepared you for the internship? What do you wish you had learned prior to the internship?
4. **December-** What do you feel is your main contribution to your internship site? What have you done at your internship that makes you proud? Why?

January – May

Select one different topic (#5-9) for each month. ****Be sure you complete topic 9 for your very last journal.**

5. How has this experience affected or changed your career/college plans?
6. How have your duties changed since you first started? Have you been given more responsibility?
7. What have you learned about yourself and what you want in a career?
8. What major problems or frustrations have you experienced or observed in your work? How did you handle it?
9. **Topic for Last Journal** (*typically April*): Write a final reflection of the entire internship experience.

All entries must be (Typed, 1.5 spaced, Times New Roman or Calibri, 12 point font).

The heading should be aligned left and include in this order: Name, Class Period, Date, Internship Site Location, and the number Journal Topic (1-9).

Within the body of the journal include the following headings and information:

Date(s):

Activities:

Technical Information:

Reflection & Topic: These sections should be the bulk of the entry and should be at least one page in length.

EXAMPLE OF WELL WRITEN JOURNAL:

Emmei Gootnick
3B
December 19th, 2016
Turner Construction Company
Topic 6

Dates: 12/1/2016-12/22/2016

Activities: Study all of the plans and data for the current project, review submittals, get to know colleagues in the office better, visit one of the job sites, learn about overall business strategies and work requirements for the construction business, and complete multiple courses online through Turner University regarding miscellaneous lessons

Technical Information: Microsoft Outlook, Microsoft Word, Microsoft Excel, TKN (Turner Knowledge Network)

Reflection:

This month, I focused specifically on one project that Turner is currently working on. The Nationwide job, that I was introduced to last month, is where I spent all of my time. The amount of days that I worked was definitely smaller this month, due to my supervisor traveling and being out on unexpected personal matters, as well as my busy schedule. In order to go into depth about the jobs and duties of Turner employees at job sites, I successfully completed a course on Turner University on superintendents and project engineers. Initially, I did not think superintendents and project engineers had too much to do with each other, because the two jobs entail tasks on opposite sides of the construction spectrum. However, after taking the three-hour course and reading many case studies of previous mishaps due to miscommunication between the two workers, I learned that it is key for superintendents and project engineers to constantly communicate in a timely and effective fashion.

I was able to take a trip out to the Nationwide site to shadow the assistant superintendent. It was amazing to see how much progress was made in just a few weeks. Phase 2, the phase that was being worked on the last time I visited, was being finished up and the workers were preparing to move on to Phase 3. I was able to see the whole building come to life, and I got a better feel for the space, atmosphere, and workability. I learned all about the small, technical tasks that must be achieved before a phase can be finalized. I hope to visit the site again soon to see how much more progress has been made and learn about Phase 3.

Topic:

When I began this internship, I was given smaller and simpler tasks such as checking over edits on submittals and samples. On Turner University I completed menial courses such as office etiquette or timesheet submitting. However, now that I have been working for Turner for a few months, my workload has not only increased, but also advanced. I have been asked to consult with my supervisor on major decisions on multiple projects. I have visited different job sites and met other professionals and building owners. I have personally spoken to some of Turner's vendors and clients. I believe I have been more responsibility because I showed up eager and ready to work, learn, and grow. My dedication that I have put into Turner has payed off because as a result, I am receiving more sophisticated work.