

Weekly Journal Entry Guidelines

By noon on each Monday during the Quarter, you are required to submit an internship journal entry by email to Sheng Lin. The guidelines below detail what must be included in each entry.

Each week you are required to answer five questions. Questions 1-4 will be the same every week; Only Question 5 will change. Journal entries should be no shorter than 150 words. Any scholar intern who feels that the requirement cannot be fulfilled by the Monday deadline must make an appointment to see the UCCS Internship Coordinator immediately. Scholar Interns who are still in search of the placements by the time the first journal entry is due should catch up with the questions after their internships start.

Questions 1, 2, 3 and 4 must be answered each week in your journal entries:

- 1) Summarize all your tasks for the previous week, no matter how small or large, and whether completed or in progress.
- 2) Do you have enough support and guidance from your peers and supervisors in the internship site?
- 3) What was the most exciting thing happened in the previous week? What was the most challenging thing?
- 4) What would be the one action or decision you would have done/made differently in the previous week? Why and how?

Question 5 is unique for each week:

Week 1 Question 5:

How do you expect your internship to help with your academic and/or professional goals? (Learning more about a particular topic, or creating more connections/networks in the field of your interest, or obtaining a job, or polishing the communication skills, or for other reasons? Please explain.)

Week 2 Question 5:

Completing the Internship Proposal requires you to have a sit-down one-on-one session with your supervisor. How did you talk with the supervisor about your expectations of the internship? What are your supervisor's expectations for you?

Week 3 Question 5:

Please list 5-7 outside organizations/agencies with which your office cooperates closely. Describe each organization briefly, including what projects they are working together on?

Week 4 Question 5:

What is the chain of command and decision making process in the internship site? Have you sat in the staff meetings in the previous weeks? How do you feel about the transparency of the site's decision making process?

Week 5 Question 5:

Why does your internship site do what it does? What legislation and/or regulations from the state government impact the most on what your internship site does? (Please pick 3-5 pieces of legislation/regulations which apply to the questions.)

Week 6 Question 5:

What population(s) of California does the internship site serve? Who would be benefited by the work of your internship site, who are not? Why does the internship site choose to serve this particular population rather than others? (Please explain the question in detail with its historical context.)

Week 7 Question 5:

In what way(s) has the internship helped shape your understanding of how public policy/politics works in and around the California government?

Week 8 Question 5:

In what way(s) has the internship helped shape your academic and career plans?

**What should you write in your weekly journal entry?
Keep reading for guidelines and tips for what to include!**

Unsatisfactory Example of a Weekly Journal Entry:

Hey there,

I've lost track of the weeks...but here is my journal entry for last week:

Last week was a busy one. I held four phone interviews with the presidents and program directors of organizations like the Sacramento River Preservation Trust and the American River Conservancy. The project is fun and I learned a lot in the process.

I had lunch with one of my co-workers. She was very nice and also gave me some great advice about how to practice my networking skills.

Best,
SCHOLAR INTERN

Suggestions on things to include how to improve this journal entry:

- 1) The student needs to give greater detail for all of the projects. For instance:
 - a. What is the goal of the project and why does she have to interview Presidents and Program Directors?
 - b. What information was she getting from them?
 - c. What was it like to interview these people?
 - d. What, specifically, did she learn anything from the interviews?
- 2) The student should discuss how the project she's been assigned relates to the agency where she's working. How does the project fit into the agency's mission or objectives?
- 3) The student should also include specific information and observations about the working environment at the agency, including her interactions with the other staff members and the work-related events he/she has attended during the week.
- 4) How have the student's perspective and attitude changed or developed since last week's journal entry?.
- 5) Obviously, to include all of this information, the journal entry also needs to be longer.

Example of a Satisfactory Weekly Journal Entry:

Hello Sheng,

I've lost track of the weeks...but here is my journal entry for last week:

Last week was a busy one for the projects I am working on at my internship. I held four phone interviews with presidents and program directors of organizations like the Sacramento River Preservation Trust and the American River Conservancy. For these interviews, my goals have been to find out the history and background of the organizations represented, programs and events they are involved in, as well as recent success stories within counties of the Central Valley. I have also been in touch with these organizations through e-mail correspondence receiving previously written articles that I have to read through and piece together relevant information in the stories I am writing. I was somewhat nervous at first about conducting these phone interviews (I have always enjoyed doing these sort of things in person), but with each one it gets a little easier. Also, since there are no previous guidelines of questions to ask these organizations I am slowly learning how to structure my interviews so they are the most efficient use of time for me and for the interviewee. I was also assigned several more projects during the week including finishing up the client database of the Water Resources Board, sending out invitations of the upcoming AGENCY Annual Advisory Board Meeting, and to attend 2 hearings in the capitol about the delta and the summer water allocation issues. The debates in the hearings were very intense and I've written down a few questions that I would bring up in next week's staff meeting so I can hear the perspective of my internship site.

The most exciting thing happened in last week was one of the water analysts, NAME, took me out to lunch just to chat. However, it ended up being a great conversation about her work with the AGENCY and water issues relating to the Delta. She also gave me some great advice about how to go about searching for jobs in Sacramento in this field and even some connections she has (practicing my networking skills!).

Sheng, just a FYI, I have made a request to the supervisor about a half-day off because my parents are coming up to visit me this Wednesday.

Best,
SCHOLAR INTERN

This is a good journal entry because...

1. The student gave specific details of how she did the interview projects, what challenges she encountered, how she felt in the process, how the end result turned out, and what she learned from the project.
2. The student also summarized all the projects she was assigned in the previous week.

3. The student mentioned the social activities she had with her co-workers which gave me an understanding of her relationships with her peers in the agency.
4. The student kept me informed about her schedule change.