

MUSEUM STUDIES AT FLORIDA STATE UNIVERSITY MUSEUM INTERNSHIP JOURNAL

The Museum Studies certificate program at Florida State University requires each student to complete a weekly journal. The following format is provided to give the student ideas about the types of things to consider while making journal entries. Feel free to adapt this outline as necessary to more fully chronicle your internship site and experience.

Name:

Internship Location:

Week 1 - Dates:

of Hours Worked:

What did you do this week?

How did your workplace meet and greet you on your first day(s)?

What kind of orientation did you receive?

What is your immediate reaction to your new work environment?

What have you learned this first week?

Week 2 - Dates:

of Hours Worked:

What did you do this week?

What differences have you experienced between the first two weeks (challenges, accomplishments, problems...)?

What kinds of resources are available to you to accomplish your work? Are they sufficient?

How would you describe the general work atmosphere?

Did you face any unexpected challenges during this week?

Any other comments or thoughts?

Week 3 - Dates:

of Hours Worked:

What did you do this week?

Are you beginning to achieve a better understanding of the mission, goals and objectives of your organization?

Have you received any specific types of training and how does that relate to your work responsibilities? If not, is there additional training that you'd like to receive that would assist you in performing your job?

By contrast, do you find yourself providing informal training to some of your colleagues?

Name two to three skills you have developed and how they might help you in the future.

What previous skills or knowledge, either classroom or previous job-based, have you applied in your internship?

Week 4 - Dates:

of Hours Worked:

What did you do this week?

Do you see yourself beginning to make contributions to your organization? If so, what are they?

If you were to evaluate your overall performance thus far, how would you rate yourself?

Any other comments or thoughts?

Week 5 - Dates:

of Hours Worked:

What did you do this week?

How has your internship experience evolved since the first week?

Have you developed a more clear sense of your co-workers and how they function within the work environment?

How would you describe the level of satisfaction your co-workers feel about their jobs?

Any other comments or thoughts?

Week 6 - Dates:

of Hours Worked:

What did you do this week?

Have your work assignments changed significantly from the first week to this time? If so, how?

Describe briefly what 'successes' you have achieved thus far? What are you particularly proud of?

If appropriate to your experience, what kinds of external professional contacts/relationships have you developed as a result of your work?

Any other comments or thoughts?

Week 7 - Dates:

of Hours Worked:

What did you do this week?

To what extent have you learned about the role of your organization's place in comparison to similar organization in the marketplace?

Are there any other skills or knowledge that you'd still like to be able to acquire before the end of the internship?

Any other comments or thoughts?

Week 8 - Dates:

of Hours Worked:

What did you do this week?

If applicable to your workplace, have you had the opportunity to visit or learn about other department/areas in your organization?

Generally speaking, what have you learned about the industry or career area in which you have worked over the last several weeks? How has this experience begun to shape or influence your immediate future plans or ideas about these career/professional areas?

Any other comments or thoughts?

Week 9 - Dates:

of Hours Worked:

What did you do this week?

What projects or assignments have been completely responsible for? Please describe them.

Any other comments or thoughts?

Week 10 - Dates:

of Hours Worked:

What did you do this week?

If you had an opportunity to work in a similar organization would you accept it? Why or why not?

Any other comments or thoughts?

Week 11 - Dates:

of Hours Worked:

What did you do this week?

Have you been able to take new initiatives at your site? Why or why not?

Do you encounter new challenges, personal or professional? If so, how have you managed them?

Any other comments or thoughts?

Week 12 - Dates:

of Hours Worked:

What did you do this week?

How do you think your immediate colleagues/peers would describe you?

Compare what you have done this week with the early part of your internship.

Any other comments or thoughts?

Week 13 - Dates:

of Hours Worked:

What did you do this week?

Have you had the opportunity to become involved in organization project related outside the workplace? If so, what were your specific tasks and assignments?

What specific plans do you have to wrap up your project?

Any other comments or thoughts?

Week 14 - Dates:

of Hours Worked:

What did you do this week?

What significant contributions have you made to the institution where you are interning?

Will the institution be continuing with any programs or projects that you have started or contributed to?

What were the most valuable experiences of your internship?

Any other comments or thoughts?

Week 15 - Dates:

of Hours Worked:

What did you do this week?

During this final week at your internship, what tasks do you have to wrap up?

During your internship, what kinds of changes have occurred in your organization such as staff, location, etc. that might have affected your everyday routine? If there were changes, how were those managed?

Over the course of the next 6-12 months, describe what goals or plans you might have that relate to this internship experience. These goals may be personal, career, or educational.

Any other comments or thoughts?