

FORM F

WEEKLY LOG AND JOURNAL

1. Log

Each day served at an internship placement shall be annotated in a log/journal. The log/journal shall be 8 ½ X 11 paper, and the log/journal shall be typed. It is considered a major portion of the Internship Portfolio, along with other required documents. The log/journal shall include:

- Date worked
- Time worked and total hours
- A brief summary of all activities performed and tasks assigned
- A brief summary of thoughts about the job performed and any problems encountered, or exemplary assistance/training provided by your Internship Supervisor
- **This will be the last entry at the end of the semester.** Briefly explain the overall experience in the internship program. Include in this statement any problems that need correcting and any suggestions for improving the Internship Program.

Sample Log Entries:

Example 1

Monday, 3 Sept. 0800-1700 (total hours=8). Today I was assigned to scan police arrest reports and correlate arrestees with probation status. I was responsible for writing a report that listed all arrestees who are currently on probation. This report is used by probation officers to put jail holds on subjects who have violated their probation.

Since I have only been working at the probation department for two weeks, this assignment gave me the opportunity to work on one of the programs that keeps track of probationers who are in trouble and have been arrested. I was also able to see how probation officers use other agency reports to assist them in their work. My internship supervisor (I.S.Good) spent a considerable amount of time explaining how the system works and exactly how I should perform the job.

Example 2

Wednesday 5 Sept. 0800-1200 (total hours=12). I was assigned to accompany a police-probation team responsible for checking the job sites of probationers to see whether they were fulfilling the requirements of their probation agreement. I was responsible for logging all contacts with employers and the outcome of the meetings.

This was a great experience. The probation officer I was assigned to taught me a great deal about what they look for to make sure the probationer is fulfilling their probation. I

also learned the techniques they use to question employers, since some employers attempt to cover up the problems probationers have on the job.

2. Journal

The entries in the journal correspond to the Student Outcomes Assessment Section of the Internship Guidelines. *The journal is SEPARATE from the log and provides an overview of the ENTIRE internship, not just one day of your experience. All information/essays must be written using separate headings for each specified task as indicated below. Specific questions are numbered and listed below.*

- **Student Outcomes Assessment Description:** The student will demonstrate their knowledge of the organizational structure, mission or purpose of the agency, and its role/function within the criminal justice system. **Student Task:** To write a complete and concise essay that analyzes the organizational structure, mission and purpose, and its role/function within the criminal justice system. This analysis will be conducted utilizing the information and guidelines learned in CRIM 2, 102, 109, 112 and 170.

Use the following Heading:

1. Analysis of the organization's structure, mission, purpose, and role/function within the CJ system.

- **Student Outcomes Assessment Description:** The student will demonstrate their knowledge of how the internship experience has contributed to their knowledge of the agency and the criminal justice system. **Student Task:** To write a complete and concise essay, analyzing how the internship experience has contributed to their knowledge of the agency they worked for, and the part the agency plays in the criminal justice system.

Use the following Heading:

2. How the internship experience has contributed to my knowledge of the agency and the CJ system.

- **Student Outcomes Assessment Description:** Students are to identify those criminology classes or areas of knowledge that materially assisted them in the performance of their duties at the internship agency. Once these classes and areas of knowledge have been identified, an analysis must be performed as to how these classes were of assistance. **Student Task:** The student is to write a complete and concise statement describing the criminology classes and knowledge areas that most assisted them and then fully describe, using critical thinking skills, how each criminology class or knowledge area actually provided assistance during the internship. **Concrete examples must be given to demonstrate how each class and knowledge area was helpful.**

Use the following heading:

3. Criminology classes and knowledge areas that were most helpful in completing the internship.

- **Student Outcomes Assessment Description:** Students will **identify** areas of knowledge and criminology classes in which they were not totally proficient and, had they been proficient, would have been better prepared for the internship experience. ***Student Task:*** The student will write a complete and concise statement describing which criminology classes and knowledge areas were deficient and would have better prepared them for their internship experience. **Concrete examples must be provided that demonstrate each deficiency.**

Use the following heading:

4. Criminology classes and knowledge areas that were deficient and could have provided better preparation for the internship experience.