

# SAMPLE

WEEKLY LOG

YOUR NAME

AGENCY

# DO NOT USE

**Semester enrolled for internship:**

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

# SAMPLE

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

# DO NOT USE

**Do NOT use up one entire page for each date or entry. They follow one another just like shown above.**

**If you use one page per entry it will be rejected.**

**If you turn in this log in paper form, you MUST list your name as shown on the class roster and semester of internship on each page.**

**You must also first check with your internship instructor that is shown for your internship/section number in the syllabus in case the instructor prefers a hard copy instead of an emailed version. Also, do NOT simply send us a google docs link. If you submit it on line, submit it as an attachment on Blackboard.**

**Do not forget to also submit a JOURNAL which consists of four essay questions. They instructions are listed separately under course documents**