

STUDENT AFFAIRS PRACTICUM/INTERNSHIP JOURNAL INSTRUCTIONS:

1. Each intern should keep a journal of all Practicum/Internship experiences. The Journal should be submitted to the faculty supervisor at the end of the term for grading purposes. The intern should make a duplicate copy for his/her file.
2. Each activity in which you participate as part of the Practicum/Internship experience should be recorded as a separate entry. This includes your on-site Practicum/Internship experience as well as other developmental activities.
3. Each Journal entry should consist of two sections. The first section should include: (a) the date, (b) time frame, (c) time spent that day, (d) total time spent at the site total, (e) the sponsoring student service agency, and (f) a brief description of the activity in which you participated. The second section should contain your corresponding feelings about the experience. Elaborate as necessary.

EXAMPLE:

ACTIVITY

March 29 8:30 a.m. - 11:00 a.m.
(2 Hours & 30 Minutes)
(46 Hours & 15 Minutes Total)

Office of Academic Counseling and Retention

Assisted with executing the University Academic Probation Regulations while serving as a member of an Academic Probation Hearing Committee.

Listened to students' reasons for academic difficulty. Counseled with students concerning the removal of academic deficiencies.

REACTION

This was a very enlightening experience as well as an awesome responsibility. I was emotionally drained when we finished for the day. I felt torn between the desire to "help" the students and the need to maintain academic integrity for the institution. Overall, I felt pretty good. I think we handled the situations appropriately, although I am looking forward to days when the pressure isn't so intense.