

SAMPLE DAILY JOURNAL ENTRIES

The daily journal is intended to provide the Internship Coordinator with a good understanding of what the day-to-day routine was like during your internship, and your reactions to what you did. Here are examples from four different students' daily journals that you can use as models for your own journal entries. For each entry, give an indication of how much time you worked (not always the case in the following examples).

From a PR internship

Thursday 2/19/98

Today I worked on following up with the school about the art contest. I wrote a letter to the art teachers that reminded them that the contest was ending next week. I then bulleted some important points of the contest and told them to call with any questions. I faxed this to the superintendent's office, who promised to deliver it to all art teachers. I also got in contact with the lady from [the art gallery] and talked about getting local judges to judge the contest. She said I should call her back in March when the date was closer and she would work something out. Since I will be on Spring Break, I relayed this message to [my supervisor] who said she would take care of it. I have realized what a difference it would be to work every day. People are always trying to call me back the next day when I am not there, so I am always playing phone tag with people!

I also started the wonderful task of trying to lay out this [project] on Quark. Only [two workers'] computers have Quark, so I have to wait until they don't need their computers which could be a very big pain in getting this project done. Both of them were doing the arduous task of revising our 1998 Visitor Guide for the final time so they were busy away from their desks. It was very difficult to get the layout of the pages right so that when the booklet prints the pages would be in the right place.

From a cable television production internship

Tuesday Nov. 10

[My supervisor] taught me re-editing and how to do voice-overs. We just began by going through what [my coworker] and I had logged and she relied on me to tell her what we were going to use and then we taped my voice onto the tape. It was fascinating to see all of the work that goes into laying the show out.

It took about six hours and we could really feel the pressure because the show was scheduled to run three times tomorrow for Veterans Day.

From a newspaper reporting internship

Week of September 21

My editor told me that one of the worst things every reporter has to do is court reporting. Our office does have a police reporter, but he mainly is the liaison between our paper and the police reporter, and usually doesn't cover courts unless it's a high-profile case.

This week, I was sent to court! Dressed in my best business suit, I got my assignment and the court case number and went to the [city] court house. . . There I waited in the lobby until the bailiff opened the court for session. I sat through four hearings, some boring, some interesting. None were the ones I needed. Finally, the bailiff asked what number I was waiting for. When I told him, he informed me that the case had been continued until a later date. I went back to the office and gave them the information. The following day, I was sent back to court to cover a sentencing hearing {but learned] it had been postponed.

From a video production internship

June 3

I headed straight for the convention. Upon arriving, I was given the job to operate camera three for the morning segments. We filmed the awards and various speakers. It was a three-camera setup. Everything was run into the switcher. Graphics for speaker support and all six Beta decks were sent to the switcher also. I maintained wide shots along with getting various shots of the crowd. After the shoot we broke for lunch, then I followed and assisted the producer in shooting for the wrap-up reflection video that will be played at the end of the conference.

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