



Valparaiso  
University

THE GRADUATE SCHOOL

Department #686 GRADUATE INTERNSHIP

**THE GRADUATE SCHOOL**

VALPARAISO UNIVERSITY

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## Weekly Journal Requirements

Weekly journal entries are required as part of your internship learning experience. Each entry should be posted in blackboard by Sunday night by 11:59 p.m. reflecting on the previous week. The following are suggested guidelines for your journal entries:

1. Describe the activities that were performed
2. How do the activities relate to your field of study
3. Did the activities teach you something new that will help with future employment
4. Was there any areas of conflict that were addressed during the week
5. How would you describe the communication in the workplace
6. Give an example of one way you could improve your performance in the week to come

## Work Samples

As you complete projects or submit work relevant to your employment, make copies to be placed in Blackboard for by your Program Supervisor. Also, you should add them to your own personal portfolio. These samples will be useful for future employment opportunities as well as enhance your personal effectiveness as an employee. There should be a minimum of two samples (one by the mid-term date and one by the final evaluation) submitted in Blackboard for your instructor to review.

## Discussion Board

Periodically throughout the term, there will be helpful articles and topics posted on the Discussion Board. Please take time to check the class announcements and discussion board weekly as you submit your journal entries. The information may be helpful. Also, please feel free to post any questions or internship related experiences that may benefit all students in the internship program.