

Suggestions on Keeping a Journal

This information is provided if you are asked by your Field Instructor or Faculty Liaison to maintain a journal. Ask these questions if journaling is required: 1) How it will be used? 2) How often do you turn it? 3) Who reads it? 4) When will it be returned? 5) Will it affect your grade? Make sure all expectations are up-front & clear.

Be clear about the purpose of journaling. How will it serve as an educational tool?

Your journal should be a reflective account of your experience

Perhaps the most important thing you can do is to allot sufficient time to do it. Doing it over lunch the day it is due is not a good approach. Plan to leave yourself 30 minutes after your internship to write your entry. Although it may seem like a chore, if you put time into it, it will give you a way to see yourself growing and changing. Journaling requires you to take regular time to reflect on what you are doing.

Please keep your journal in a **loose-leaf** notebook - one that you don't use for anything else. The loose-leaf format is important because the field instructor may ask you to hand in portions of the journal each week. Never enter any confidential information into your journal - no information that can identify your client.

JOURNAL ENTRIES

Daily Entries

If possible, write an entry each week that you go to your internship. There is no "right" length for these entries, but they should record what you did and saw that day, new ideas and concepts you were exposed to and how you can use them, and your personal thoughts and feelings about what is happening to you. They should be chronological, organized and legible. The things you learn at an internship can be divided into four categories: knowledge, skills, values, and self understanding. Knowledge refers to things you know about; Skills are things you know how to do; you know how to set up a behavior management program. Self understanding refers to what you have learned about your attitudes, values, reaction patterns and personality traits.