

## **Assignment: Weekly Journals**

### **MEA 371 Internship**

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The professor reserves the right to adapt and make changes to assignments. Any significant changes will be shared with students and posted to Blackboard.

### **Weekly Journals**

Weekly journals are a requirement of the course.

The journal entries are intended to help you (1) reflect on your new learning experience; (2) document your observations and progress; (3) describe internship projects and work processes; (4) highlight workplace communication and interaction; and (5) express and critically evaluate your experience to identify ways help advance your learning.

They are also intended to provide a window into your experience and serve as a tool both for feedback to improve the learning experience and also as an economical way to inform the assignments. For instance, the final assignment can be a kind of synthesis of the weekly journals from a specific point of view or draw on them for inspiration.

(Please review the summary project [the Storytelling Project, which is also posted to Blackboard, as a way to maximize the use of the weekly journal to inform it.)

### **Bonus advice**

1. Reflect on how to best address the student learning outcomes in the syllabus while you are interning:
  - a. Apply business theories and concepts at the workplace.
  - b. Utilize business-related skills at the workplace.
  - c. Communicate effectively with co-workers, clients, and vendor.
  - d. Comply with workplace rules, regulations, and procedures.
  - e. Use critical thinking skills in workplace situations.
2. Consider how to productively address the student learning outcomes for general education in the syllabus:
  - a. Communication:  
Writing, reading, listening and speaking critically and effectively.
  - b. Information and Technology Literacy:  
Collecting, evaluating and interpreting information and effectively using Information technologies.

### **Length**

Each weekly journal entry should be under 500 words.

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**Due dates**

They are due at the end of each week of your internship. Submission late on Sundays or early Mondays is fine. If you do not intern during a particular week or need more time, you are required to communicate this status in a message.

**Form and delivery methods**

Electronic file is preferred format. Preferred delivery method is email, but I will accept them in any format, including shared links to a Google doc, texts (917-533-8760), or whatever works for you. If students do not have access to a computer, but have access to a smartphone, I will accept a dictated email, audio, or video file. Think of it as a personal blog.

**Grading**

While each individual weekly journal is not graded, whether or not they were completed is factored into the final course grade. (See syllabus for grading criteria.)

Why? Each entry is part of a dialog between student and professor that will help inform the learning experience. The journals need to be submitted weekly to give visibility of student's learning progress at the internship site; help determine whether or not the learning experience is what was promised by the internship site supervisor; and to enable discussions about improving the learning experience.