# APPENDIX C – JOURNAL ENTRY TEMPLATE

**JOURNAL ENTRY TEMPLATE**

**NAME:** FIRST NAME LAST NAME

**EMPLOYER:** EMPLOYER NAME

**INTERNSHIP START DATE:** INTERNSHIP START DATE  
**TODAY’S DATE:** TODAY’S DATE

**JOURNAL ENTRY #:** JOURNAL ENTRY #  
**WEEK #:** WEEK OF INTERNSHIP

**DATE RANGE WORKED:** FROM DATE **TO** TO DATE

**HOURS WORKED DURING DATE RANGE:** TOTAL HOURS WORKED IN DATE RANGE

*\*Remember to submit an “action-oriented” photo of student, worksite, and company logo*

**PLEASE ADDRESS THE FOLLOWING:**

*Specific goals & objectives for the week:*

*Insights gained (learning experiences, new ideas, concepts):*

*Problems encountered (relate challenges, and/or areas of concern and how the situations were handled):*

*Note personal areas of strengths/weaknesses and university courses that related to these strengths or weaknesses:*

*Other:*