

SUFFOLK UNIVERSITY
Department of Government
JOURNAL REQUIREMENTS

Keeping a journal will be an important part of your learning experience as an intern. By forcing you to think about what you are doing and what you are learning from it, the writing of a journal can increase the amount you actually learn. It can also make you aware of what you don't know, so that you can direct your efforts toward finding out.

You should write in your journal at least briefly every day that you work at your internship. Keeping current in your writing is important because it lets you keep track of how your perceptions and understanding change from day to day and week to week, thereby documenting your learning.

Your journal should include all of the following elements:

1. A daily log of what you do. This should be as brief as possible, but try to be precise rather than general. E.g., "research at State House library on condominium control bills" is better than "research on bills".
2. Questions. If there's something you want to know, write it down. If you later learn the answer, write that down, too--not necessarily on the same day. Curiosity is the first essential for learning, so the more questions, the better. Try to have at least one question every day that you work.
3. Insights, observations, perceptions, interesting incidents. After you have logged your day's activity, think about what it meant to you, what you got out of it, new things you noticed, et cetera.
4. Essay. Once a week, write a page (or more) in which you discuss some topic of your choice more fully. This should not be a summary of your daily entries, but a real essay in which you discuss a particular incident, explore an issue that interests you, or explain an insight that you have had. Please note – *one* essay per week means *two* essays per journal installment.
5. Likes and dislikes--about the work, the office, the political system, the world, yourself.
6. New words. Once a week, write down any new terms you've learned during the week--or, if you've heard them but not understood what they meant, write that down. Learning specialized vocabulary is a big part of any field.

Please submit your journal through Blackboard every week. Your journal supplies important evidence of what you are learning from your internship, which in turn is used to help determine your grade.

(Adapted from guidelines by Helen Graves)