ANS 399A: Animal Science Internship Experience Program

Department of Animal Science, Iowa State University

Animal Science Internship Bi-Weekly Journal

Your internship bi-weekly journal should be a detailed description of the various categories outlined below along with bi-weekly reflections. Your initial bi-weekly journal entries may be hand written but a typed copy of your journal must be submitted to earn credit for your internship. Entries into your journal will be in the form of a bi-weekly log and a bi-weekly reflection. The bi-weekly log is a chronological record of your internship experiences while the bi-weekly reflection is intended to be a self-evaluation of your professional development during each 2-week period of your internship.

**Bi-Weekly Journal:**
The bi-weekly journal will focus on four main categories:

- Main tasks/duties performed
- Skills developed
- New experiences
- Professional development opportunities

It is extremely important that you sit down after every two weeks to complete your journal or perhaps it may be beneficial to jot down in a notebook after each day the main tasks/duties performed, skills developed, etc. You should record significant activities that don’t occur during a normal workday and include these under a heading title: Other and/or Miscellaneous (You choose which heading you prefer).

**Requested Format**

**Dates:**

**Main tasks/duties performed:**

**Skills developed:**

**New experiences:**

**Professional development opportunities:**

**Other/Miscellaneous:**

For the categories listed above, you are required to list and describe in bulleted format either through phrases or sentences the tasks you performed, skills you developed, etc.
Bi-Weekly Reflection (again, please identify range of dates): Your bi-weekly reflection should be a self-evaluation of your professional development during your internship. After the completion of two weeks, I want you to reflect on your accomplishments during your internship particularly over the last two weeks. Read over the four main categories in which you wrote information for the past two weeks and write your bi-weekly reflection upon how the internship is assisting with your professional development.

Example entries/topics to ponder and write about:
• New or improved: professional skills, skills in working with people, communication skills, technical skills, and/or problem solving techniques that you have discovered
• Reflection on how you could have improved your decision making for the week
• Observed opportunities for leadership development
• Reflections on how creative thinking could address existing challenges
• Strategies for accomplishing the most benefit from the remaining time in your internship

Bi-weekly journal entries/reflections need to be:

Each bi-weekly journal entry and bi-weekly reflection will be graded based on: (40 points x (# of entries) = Variable
• Compliance with the suggested format (8 points total)
  o 12-point font (2 points, 1 pt BWJ and 1 pt BWR)
  o Times New Roman (2 points, 1 pt BWJ and 1 pt BWR)
  o Describes each category in-depth (4 points, BWJ)
• Bi-weekly journal entry appears complete and accurate (5 points)
• Spelling (6 points, 3 points each for BWJ and BWR)
• Grammar and punctuation (6 points, 3 points each for BWJ and BWR)
• Bi-weekly reflection is at a min. ½ page if single spaced; min. 1 page if double spaced (5 points)
• Bi-weekly reflection shows in-depth thought and reflection (10 points)

BWJ = Bi-Weekly Journal and BWR = Bi-Weekly Reflection