

ANS 3990A: Animal Science Internship Experience Program

Animal Science Internship Bi-Weekly Journal and Reflections

Your internship bi-weekly (once every two weeks) 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. Your journal should also contain **intentional and appropriate pictures of you at your internship. Please submit journal entries and reflections in 1 document.**

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 a bulleted format either through **detailed phrases or sentences**, the tasks you performed, skills you developed, etc.

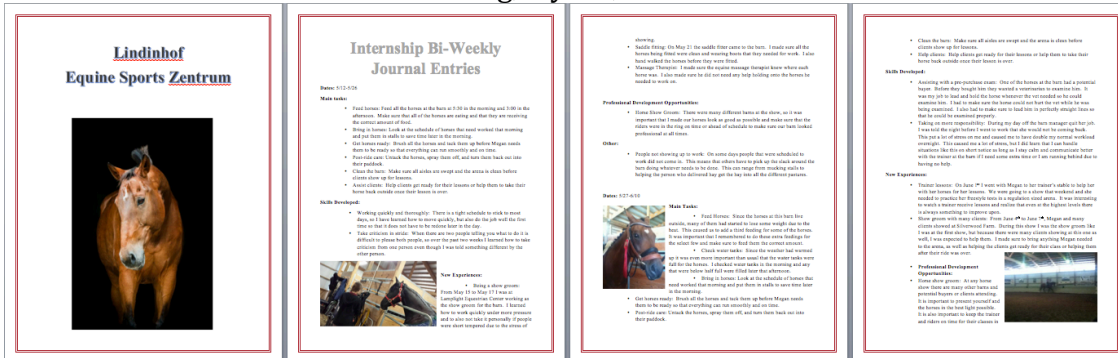
Bi-Weekly Reflection (again, please identify the range of dates, 2-week period): Your bi-weekly reflection should be a self-evaluation of your professional development during your internship. After the completion of each two-week period, I want you to reflect on your accomplishments during your internship, particularly over the specified two-week period. Read over the four main categories in which you wrote information for the past two weeks and write your bi-weekly reflection on 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 two-week period
- 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:

- In compliance with the suggested format
 - 12-point font, Times New Roman, 1” margins
 - Describe each category in-depth/detail
- Bi-weekly journal entries appear complete and accurate
- Spelling is correct and accurate throughout
- Grammar, punctuation, and overall formatting/appearance of journal is consistent
- Bi-weekly reflections are at a **minimum ½ page each if single-spaced; minimum 1 page each if double-spaced.** Points will be lost if too short.
 - To double-check that your reflections meet the ½ page requirement, copy your journal entry reflection and paste it into a blank Word document.
 - Then, hit Enter/Return twice.
 - Now, re-paste your journal entry.
 - If the 2 copies of the journal entry you pasted into the Word Document do not go onto 2 pages, then, you did **NOT** meet the ½ page requirement.
- Bi-weekly reflections show in-depth thought and reflection.
- Lastly, **create a title page** for your journal entries/reflections and please **include a border, pictures, etc.** and **carry this formatting throughout the rest of your entire journal.**
 - Please see the example below and view more examples posted in Canvas for additional ideas on formatting, layout, etc.:



- Please reference the **Bi-Weekly Journal and Bi-Weekly Reflections Grading Rubric Document.** This rubric breaks down exactly how you will be graded.