IBX INTERNSHIP WEEKLY JOURNAL 2016-17

Required: 25% of your grade

Weekly, write 2 paragraphs about your internship. It is due at the end of your week (however it is configured). Include the following: people you have met, new skills you have learned, a description of your assignments, problems encountered in handling your assignments or dealing with people, your accomplishments on the job, your personal reaction to what you are doing, etc.

You will use these journals to assist you in completing your Reflection Paper at the end of the internship.

ALL LOGS SHOULD BE TYPED OR NEATLY WRITTEN IN THE FORMAT BELOW. You can type it directly into an email. Please send your logs WEEKLY by fax to 206-252-0731 or by email to:

, Academy Coordinator

Name_____ **School**_____

Internship Assignment _____

Employer _____

Week of _____

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