

Social Work Internship Format for Weekly Journal*

The weekly journal is an essential part of field instruction for use in teaching and assessing intern experiences and learning. Additionally, the journal provides an opportunity for the intern to process and reflect about their use of self and learning over the 14 weeks of the internship experience. Through the journal, the faculty field liaison is also kept current about the student's internship experience and activities (practice behaviors) in order to monitor progress and consistency of learning experiences in achieving the learning plan.

A copy of the journal is submitted by the intern to the faculty field liaison (through a Blackboard e-mail attachment) and to the agency field instructor in either hardcopy or electronic form. A copy of the journal should also be retained by the student for their personal internship file.

The journal is to be word-processed using Word, Word Perfect, or Rich Text (a Works document CANNOT be opened in Blackboard) in single space, TIMES NEW ROMAN ONLY, and **leaving a three-inch right margin** for field instructor and faculty liaison comments.

The weekly journal consists of the following content with the headings used as indicated below:

1. Week #, dates (inclusive) of journal, student's name and name of agency

2. **Summary of Week's Activities**

This should be a brief daily summary (include date) indicating the following for each activity:

- a. The type of activity
- b. Where and when it occurred
- c. Other persons involved in it – staff and/or client(s), identified by first name only.
- d. A brief description of what occurred, **emphasizing the student's role**
- e. Number of hours completed for the day
- f. Total hours for the week should be recorded after the last day of activities for the week

3. **Values and Ethical Practice**

Discuss and reflect on use of professional social work values and implementation of ethical practice in your internship activities and experiences this week.

4. **Critical Thinking and Professional Knowledge**

Reflect on your use of self in your internship. How did you utilize critical thinking skills and engage in knowledge-guided practice? Discuss how you accessed needed (new) knowledge and information for effective use of self in internship activities and experiences. Include in this section knowledge utilized and gained in work with diverse persons within the context of the agency (this may include both clients and agency personnel).

5. **Reactions to Internship Experiences/Activities**

How are things going in your internship? Discuss the positive as well as the negative.

6. **Response to Feedback**

Response to faculty field liaison's feedback, including issues raised and questions posed.

7. **Total Hours to Date**

The student should document a running accounting of hours completed to date. This should be the last entry journal. (Total Hours to Date:)

Note: Example of journal will be provided to provide direction for completing journals.

*This format and content is patterned after the journal format developed by Anne Pilcher, San Diego State University School of Social Work.