Journaling Reports Binder:

Each week the student intern will submit a Weekly Journaling Report by e-mail that discusses the week's projects and activities. The student intern's perspective of the job is an important part of the Weekly Journaling Reports, although they should not be approached as personal journals. Weekly Journaling Reports should document work related events and activities experienced by the Student Intern in a professional manner.

Each Weekly Journaling Report should be carefully and thoughtfully written. It should identify and focus on the learning outcome of the work experiences, not merely a chronological narrative of weekly activities. The Weekly Journaling Report should analyze the work experience in the context of professional and personal objectives fulfilled, insights gained in relationships with fellow employees, field supervisors, clients and insights into professional business practices. In addition, document the **collaboration** taking place during your internship where your firm works with **multiple disciplines,** such as architects, engineers and vendors, to develop design solutions. **Collaboration** may also be observed during your internship in the form of dynamic design team and client interactions. Note your **contributions on collaboration** and how they were received whether by becoming part of the design or possibly influencing a design direction/solution. This may be less likely and only observed from the senior designers. Regardless, observe for the how these dynamics play out during the design process. The Weekly Journaling Report should be reflective and introspective.

The Weekly Journaling Reports should use a professional report format (include intern's name, firm name and address, Field Supervisor's name) and be dated and numbered according to the corresponding week to which it is documenting.

Keep a copy of your Weekly Journaling Reports you send on to your instructor as they should be included into your Journaling Binder at the end of your internship!

Assignments for the Journaling Binder:

Create a Journaling Binder in a 3 ringed binder format. It should include a table of contents, tabs, and ALL Journaling Reports completed during the internship. Also, include examples of work completed during the weeks documented. Examples may be in the form of sketches, CAD work, materials in "Look Book" form, photos, legends, budget info, etc.

#1   Overview of Firm
Purpose of this assignment is to provide the student with a basic understanding and awareness of the firm. The student should attain information as to the history and integrity of the firm, the founding Principals, designers and the integration of the interior designers. The overview must include a description of the firm's structure and organization, operations, clientele, personnel, services, facilities, compensation plans and benefits.

#2   Intern Evaluation and Internship Evaluations
The Intern Evaluation report should be your evaluation of the internship field experience in the context of the stated overall and individual objectives being or not being achieved. Only one is required at the end of the internship. The Internship Supervisor will evaluate the intern using the Internship Evaluation Forms (In syllabus - one at halfway point & one at end of internship hours; submit to the Internship Coordinator.

3   Intern Time Sheets
Time sheets for ALL internship must be included in your Journaling binder at the end of your internship and signed by your internship provider.

#4   Thank You Letter(s)
Write and mail thank you letters to the internship supervisor, principal(s) of your firm, and any other key players in your internship. Include copies of your letters for the binder.

#5   Journaling Reports Binders
Compile the binder that encompasses all assignments and all weekly journaling reports. This binder should be presented professionally and delivered on completion of your internship (Sample sheets).