

Journaling Reports Binders Check List for Full Grade

(Circle **Yes** or **No** based on what is presented)

BINDER LAYOUT:

3 ringed binder - Y N

Table of contents - Y N

Tabs - Y N

CONTENT:

#1 - Y N

Written overview of Firm

#2 - Y N

Employment_ & Internship_Info_Sht (Example attached)

#3 - Y N

Internship_Company_Summary_Sht (Example attached)

#4 - Y N

Learning_Contract_Sht (Example attached)

#5 - Y N

2- 430e_Career_Evaluation_&_Survey (80 hours + 160 hours) (Example attached)

6 - Y N

Intern Time Sheets

The time sheets for ALL 160 hours and signed by your internship provider.

#7 - Y N

Weekly Journaling Reports (Example attached)

All reports sent to you instructor. Include examples of work completed during the weeks (Examples: sketches, CAD work, photos, legends, budget info, etc.)

#8 - Y N

Thank You Letter(s)

Write and mail thank you letters to the externship supervisor, principal(s) of your firm. Include copies of your letters for the binder.

Journaling Reports Binders - Y N

Compile the binder that encompasses all assignments and all weekly journaling reports. This binder should be presented professionally.