

Appendix D: Weekly Log Form

One copy each to: BHSU Internship Coordinator, Site Supervisor, and a copy for your files. Turn in by Monday morning of each week regardless of number of hours worked. An on-line web form can be found at www.bhsu.edu/InternshipsBS.

*PSYC/SOC/HMS students submit on D2L by 11:59 AM (noon) every Monday.

Weekly Hours Log

Name: _____ Week of Internship: _____ Date Submitted: _____

Day/Date	Summary of Activities	Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
		Weekly Hours:
		Total Hours:

Weekly Reflection Log:

Reflections must contain specific, in-depth discussion of relevant topics.

1. What were your specific goals and objectives for this week?
2. **What:** Describe what you did and what happened this past week in your internship:
3. **So What:** Make some connections between what happened on the internship this week to a theory or ideas or concepts that were covered in BHSU classes. This means *stating the name of a specific theory or concept covered in one of your classes*, and then relating that to something you saw or experienced while on internship.
4. **Now What:** Reflect on what you have learned this past week means to you either professionally or personally. In other words, what are you going to do, change, or think about differently based on your internship experience this past week?
5. **Coordinator Question:** Your internship coordinator may give you additional question(s) to reflect upon in his/her feedback to your previous week's post. Please re-write that question and then answer it in the space below.