INTERNSHIP REPORTING DOCUMENT: SAMPLE WEEKLY EMAIL JOURNAL REPORT FORMAT

Name:

Internship Organization:

Hours worked this week:

Total hours Worked to date:

Tasks performed this week:

Weekly Email Journal Question:

Answer to question:

THREE SAMPLE WEEKLY JOURNAL QUESTION RESPONSES:

EXAMPLE ONE: Journal #6: What decisions are you making about this career field? Do you see yourself in this career? Why or why not?

The decisions I have been making about this career field are allowing me to look at other possibilities in this business. I still love this field and have a passion for the arts, but where I want to work is changing often. I am beginning to become more interested in web design as well as e-blast and mail-outs. I could definitely see myself working as a web designer, as well as their social media or e-blast mail-outs person. I do see myself in this career, but I still struggle with being in the office or being hands-on. I enjoy the aspects of the office: being organized, working on a project and seeing the finished product, and of course the events themselves. Because I have been physically involved in performances for all my life I am unsure if I could give up the performance aspect and move off the stage and into the office. I am still keeping my options open, but know I will have to make a decision one day soon. No matter what I do, see myself in the performing arts career field because it is my passion and I want to bring the arts to others and be able to be completely involved rather than just an attendee.

EXAMPLE TWO: Journal #7: What effect have you had at your organization so far? What have you learned about yourself or about this career field that you didn’t know before? Give specific examples.

My main goals at the gallery so far have been to try and bring in more potential clients and expose the gallery through marketing initiatives. I’ve done a lot of work with social media sites and local advertisements to get the name out there. I’ve also thought of fun ways to revive the life of the gallery and make the experience for the client’s fun and rewarding. This past week we had a very successful art walk. I thought it would be fun to have popcorn as a snack for the visitors and the smell drew in people from down the block. Usually, the Gallery gets slow around 7:30 during the art walks, but on Friday we were still busy until well past 8 o’clock. This is a small step, but it still proves that by putting more effort into the art walks and providing an entertainment aspect we can expose the gallery in new ways in attempts to reach new potential clients.
I’ve really tried to have a positive effect on the gallery and have focused mainly on marketing because it is a commercial gallery and the customer is vital to the galleries success. I think I’ve definitely brought creative and fun ideas to the gallery, and that my ideas have inspired my supervisors to experiment at the gallery. I’ve also tried to use my connections to advertise the gallery. For instance, I have a friend who’s working with her class to produce the Global Affair Gala and have put her in touch with the gallery owner to potentially auction one of his works. While the owners definitely work to promote the gallery, I’ve tried to promote the artist through bringing his works out of the gallery and into new settings in an effort to meet new clients.

I’ve learned a lot about this career field and especially how I fit into it. I think I bring a more business-oriented mind to the typical artistically focused gallery and try to experiment with new ways of advertising a gallery. I’ve always been interested in marketing, as well as working in a gallery, and I really try to combine these interests while I work at the gallery. I love working at this Gallery because I feel like my ideas are really appreciated and taken into consideration and I’m not just doing typical intern work, but really a part of the gallery. I’m obviously still learning a lot, but my supervisor definitely helped me learn how to sell art, while the time on my own at the gallery has taught me how to take initiative in this career field.

EXAMPLE THREE: Journal #8: What have you learned about professional behavior through observation in the workplace? What professional behaviors can you identify in your supervisor?

Through observing my supervisors I have learned that communication and connection is very important. My supervisors seem to know everyone that walks in the door and if they do not they make a point to ask how they feel about the exhibit. I have also learned that planning ahead is important in creating successful events. One can never be too prepared. I have also noticed that my supervisors stay organized and keep a calm and collective attitude about them. In the art world events and exhibitions are very stressful, keeping a balanced head helps to make the events more enjoyable even if it is stressful. I have noticed that the art community is tight knit. I am trying to introduce myself and

TWO EXAMPLES OF REPORTS ON TASKS PERFORMED DURING WEEK:

EXAMPLE ONE: Tasks performed this week:

This week I was excited to work in constant contact and make my first e-blast. I completely re-designed the whole newsletter and my supervisor gave me complete freedom. I also was able to work in InDesign to develop a printed version of the newsletter. The Director was very impressed with both of them and it made me feel very proud and accomplished to receive praise from him. I am now in charge of the November newsletter as well as December, which is a great boost not only for my confidence, but for my resume. I continued to file new subscribers and do office errands to the post office. I could have a new job at the post office at this rate! The closer the season gets, the more I enjoy going to my Internship because I know we are so busy, which means I have so many new things to do and learn. I am excited because I will be attending/working at their fundraiser. Hopefully I can figure out a way to meet many of the higher end donors and be able to make contacts for the future if necessary.

EXAMPLE TWO: Tasks performed this week:

This past week at my internship was very busy. In preparation for the organization’s fundraiser, I collected materials on Monday while my supervisor was out of the office. I also created some missing signage while another staff person was out, and she was very pleased with the results. I spent a lot of time organizing materials and preparing boxes of items to be used during the event. On Wednesday, I went to the Piggly Wiggly Headquarters to pick up a banner to be used at the event. I also printed off more signage and helped my supervisor edit and proof-read the silent auction package descriptions. On the day of the event (Thursday), I arrived at the fundraiser at 5pm
to help set up. We arranged tables, decorations and signage. During the event I helped to check in guests and then helped to run the silent auction. When the event ended, I helped clean up by loading items into cars and organizing materials. I left at 11pm once everything was done. They gave me Friday off because I stayed so late on Thursday at the event.