

## Work Journal

A work journal or interactive writing log needs to be kept, and handed in at least once each month. Any training you receive, job activities or duties, how you feel about your job or conflicts/concerns may be written into this journal on a daily basis or as weekly summary.

If you choose to write a weekly summary, it should be at least one page in length. If you choose a daily summary, a nice paragraph will be sufficient.

Your work journal can be in a spiral notebook, 3-ring binder or a folder. Keeping a journal on single sheets of paper is not advisable, unless kept together in a binder/folder. It may be sent electronically with the rest of your assignments.

Keep your journal interesting and relevant to you. Other possible topics to write about include:

- Some challenges you faced and how you handled them
- Something new that happened
- A mistake that you make and how you corrected it
- Close encounter with others (positive or negative)
- How you coped with doing a task that you don't like to do
- Work-related meetings or appointments
- Observations of co-workers/bosses
- Insights related to yourself in relation to your job
- Suggestions for your own improvement
- Work-related questions that you have
- Something new that you would like to learn
- Words of advice from others
- How this job relates to your career plans
- Advancement opportunities available at the job site
- Training opportunities available to you through this job

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Summer Cooper Work Journal  
Summary Sheet

Students Name \_\_\_\_\_ Month \_\_\_\_\_

Employer \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

Week 1, 2, 3, 4, (identify one) Summary-