

Missouri Western State University  
Department of Chemistry, Mathematics, and Physics

## **Guidelines for Internship Weekly Logs**

The follow six sections are required in EACH weekly log:

1. A summary of the work you did this week
2. Any concerns or problems you encountered this week
3. An explanation of how your work this week relates to your Learning Objectives
4. The highlight(s) of your week and why
5. The people you worked with
6. Whether you enjoyed your internship this week and why/why not

To earn maximum points, you should:

- Complete one log each week ***throughout the term***. Each log is graded on content, completeness, spelling, grammar and mechanics. One weekly log is worth 30 points and you will complete a total of 10 weekly logs (300 points total) throughout the term.
- Be thorough and use a conversational tone. This is not a “formal” document. It is an informal log or journal that lets your Chemistry faculty supervisor know how your internship is going.
- Although informal, **proofread your logs** - correct grammar, spelling, and punctuation are a graded component.
- Prepare your logs in Microsoft Word and submit them on Canvas. **Use one document for each log submission**. Due dates for the weekly logs will be made available on Canvas. Five points will be deducted for each day the logs are late.
- **Save the document with your last name and the log number in the title of the document**. For example: “Payne Log 1” and then, “Payne Log 2” etc.
- At the top of each log, indicate the number of **hours you worked for the week and the total for the semester**. For example, your first week of work might look like this: 20/20. Your second week might look like: 20/40. Be sure to include your name in the document header.
- **Do not include any proprietary company information.**
- You may use the sample format on the next page for your weekly logs. You are not limited to the space for each category as shown on the form; it will expand as needed. **Cover each category thoroughly.**
- Write your log on your own time – not on company time unless you have your supervisor’s permission to do so.
- Grading:

There are 6 required sections

- ✓ 5 point deduction for each missing section
- ✓ 5 point deduction for each day late (due dates on Canvas)
- ✓ Deductions for spelling, grammar and mechanics--as necessary

### **SAMPLE LOG FORMAT**

You can use this form for your log entries. Or, you can write you entries in paragraph format with paragraph headings. Be sure to include all of the required information and be specific and thorough.

Log #  
Week date

Your Name  
Hours worked this week: \_\_\_\_  
Cumulative hours worked: \_\_\_\_

*A summary of the work you did this week*

*Any concerns or problems you encountered this week*

*An explanation of how your work this week relates to your Learning Objectives*

*The highlight(s) of your week*

*The people you worked with, and what you learned from the interactions*

*Whether you enjoyed your internship this week, and why or why not*