QUEENS COLLEGE
Graduate School of Library and Information Studies

LBSCI 795: INTERNSHIP JOURNAL GUIDELINES

Part I – Background, Purpose & Format

Learning theorists point to the conclusion that practical experience followed by reflection is necessary for completion of the cycle of learning. A journal is one of the primary reflective tools used in LBSCI 795. The following provides a framework for the reflection part of students' internship experience as far as the journal requirement is concerned.

Internship Journal

Maintaining a progressive journal is an ideal way for students to keep track of their internship experiences on a regular basis. Journaling allows students to make small entries on a regular basis of what occurs during their internship experience. **A journal entry is required for each day the student is working at their internship site.** Journal entries can be both informational and reflective in nature. When adding to their journal, students will include documentation of the more important and relevant events of their internship experience. It is very important that students also record their responses, thoughts, and feelings about those events. In order to jot down their ideas while they are fresh in their minds, students will make it a goal to write in their journal on a regular basis. **Failure to submit the journal by the indicated due date(s) will result in a reduction of the final grade.**
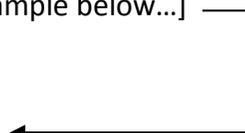
Journal Guidelines

1) The journal will be word-processed; one inch margins will be configured on all sides of the page; a running header on the upper-right hand side of the page will contain the student's last name, first name followed by the page number; all pages of the journal will be sequentially numbered; [see sample below…]

2) Journal entries will begin with a **content header** that will indicate the name of the site, the **date**, the **start and finish time** of the internship hours for that day and a **running total of the cumulative hours**; the content header will be **double-spaced** while the text of the actual content will be **single-spaced**.

3) Individual Journal entries will be comprised of a minimum of **150** to a maximum of **250 words** in length representing **each day on the internship site**; multiple days may NOT be combined; when content is lacking due to limited activity for the day students will focus on reflection in their writing from previous days' accounts.

4) Journals MUST be SAVED as WORD documents as either **.rtf**, **.doc** or **.docx** files. **Students MUST USE the following naming convention when saving their journals:**

[Student's Last Name] + [Student's First Initial] + ["date" {02.19.13}]

Example: ⟶   **SmithJ02.19.13**

5) When naming their journals students should **append the date of when they intend to submit their journal**.

6) **Journals MUST NEVER be broken into segments.** The journal is meant to be **ONE CONTINUOUS** and **CONGRUENT** document, which students continually update. By the end of the semester there should ONLY be **ONE WORD** document constituting the student's **entire complete journal**.

7) In addition to submitting their journals, students are responsible for making **BACK-UP copies** of their journals. As a safe-guard students should maintain at least **three digital copies** of the journals in secure locations (e.g. personal home computer + two additional external drives).

[**Sample journal entries**]

*Please note the following brief examples DO NOT emulate
the minimum amount of words required:
*students' actual journal entries should be **150 - 250 words** in length.**

QC Rosenthal Library	September 7, 2011	1:00pm – 4:30pm	3.5 hours

Today was the first day of my internship experience at the Queens College Rosenthal Library. When I arrived my site supervisor was waiting for me at the main entrance. I was introduced to the Librarians and the rest of the library staff. The atmosphere was warm and inviting and everyone was pleasant and welcoming. My site supervisor then took me to a cubicle area where I would primarily be working. I was provided with my own desk with a computer station. The first order of the day was to acclimate myself to the Aleph ILS. While I was familiar with the user interface of Aleph today I got a chance to see and work within the staff view, which is a totally difference experience altogether. I now have a greater understanding and appreciation of how Marc records and their importance and significance to cataloging.

QC Rosenthal Library	September 10, 2011	11:00am – 3:30pm	8 hours

The second day of my internship was a little more exciting since I sat with the reference librarian and listened in as she answered reference questions. I also got an opportunity to understand how the "Ask A Librarian" link on the library's website works. I saw this link on various other library websites and never knew that it is actually a service provided by a third party vendor.

Part II – Submission of Journal

Students will be required to submit their journal **three** times throughout the semester (in Classes 2, 3, and 4).

Students must ensure that they STRICTLY adhere to the submission deadlines. Points will be taken off from the student's grade for **each day** the journal submission is **late**.

Students must maintain a chronology of their journal submissions. Likewise, journals MUST NEVER be broken into segments. Students MUST ensure that their journal is maintained as **ONE CONTINUOUS** and **CONGRUENT WORD Document.**

Irrespective of the submission schedule, students are responsible for **routinely writing and updating their journal.** Again, an entry in the journal is required for **each day** the student is at the internship site.

To avoid potential problems students SHOULD NOT wait until the last day before a submission deadline to compose their journal. **Writing the journal is intended to be a PROGRESSIVE ACTIVITY.**