

UW Oshkosh – Music Industry Program – MUSIC 444
INTERNSHIP WEEKLY JOURNAL REPORTS

You must complete and submit a weekly internship journal report for me each week that you put in hours for your internship—until you meet your required number of clock hours. (minimum 4 entries)

- **Please set up a Google Doc** for your journal reports and share it with me. You can put all journals in the **same doc** as you go.
- Also include a basic **hours log** at the top of each entry.
- The length of these will vary based upon what you do in a particular week and what happens at your workplace. They are expected to be **1-2 pages** double-spaced (not including any optional images)

Use the following format to create your weekly internship report.

Weekly Internship Report

1. Beginning date and ending date for the week's work
2. Hours worked during the week
3. What activities did you do for your internship this week?
4. What did you learn on the job this week? (Can be related to skills, interpersonal relationships, how businesses operate, etc.)
5. What challenges did you face on the job this week? (Can be related to skills, interpersonal relationships, how businesses operate, etc.)
6. How did you overcome those challenges?
7. What was your most positive experience of the week?
8. Any other unique experiences or details

*Please take photographs (even smartphone ones) if you are able. Feel free to add them to the journal reports in the document or separately attached.