

Archaeological, Archival, Museum Internship Journal;

Adapted by Brad R. Huber, Tuesday, May 12, 2009

It is required that you keep a written journal of your internship experience. Entries should be reflective and thoughtful, not polished or formal. Typing is preferred but not necessary.

Write in your journal after every day at your placement. Keep a record of the time you worked (e.g., Wednesday, August 28, 12-3 P.M.). Following the date, describe in a few sentences or a paragraph or two what you did that day. This will take some discipline. Strive to be accurate and descriptive.

In addition to the above information, you should address the following weekly questions.

Week 1: Why did you choose to do an internship? Why this particular one? What are your goals and expectations for the semester? There are many different kinds of goals--they may be academic, professional, personal, or more likely, a combination of these. What skills do you hope to improve, what insights are you looking for? In other words, what do you want most to explore, understand, or learn during your internship?

Week 2: Describe, in detail, your placement, the organization, its staff, the location, and the general surroundings. What were your first impressions? Were you nervous? Excited? How were you treated?

Week 3: What are your general duties and responsibilities? How do they fit into the mission of the organization? If you are working on an archaeological site, documents or with artifacts, what is the history/prehistory of the site, documents, artifacts?

Week 4: What do professional archaeologists or archivists do? How do they function in this organization?

Week 5: What are the goals and objectives of your organization? What is the mission of the organization you are working for? Is it meeting its goals and objectives? How do people in your organization interact with the community?

Week 6: It is unusual for an intern who does not experience some kind of disillusion or disappointment; there is almost always a difference between what was anticipated and what is actually experienced. This is a typical stage of an internship, not necessarily an indication of your inadequacy. Have you felt this disillusion? How and

in what regard? How are you addressing it?

Week 7: How would you compare your learning in this internship course to a traditional course?

Week 8: What has been your most positive experience thus far? Your least positive? Explain both.

Week 9: Do you think you have developed any personal qualities (such as leadership, specific skills, compassion) through your internship? Elaborate.

Week 10: In describing your activities of the week, note if and how they have changed since Week 3. Comment both on areas in which you assumed more responsibility and changes in your perception of the organization. How do you think you are perceived by the staff? Did you have stereotypes about them that have since been altered?

Week 11: Describe the differences between the staff's perspectives of themselves, their organization, and their visitors and the visitors' views. What are your perspectives on the relationship between professionals and patrons?

Week 12: What are you doing to help reach your learning goals? Have your goals changed at all? How? Is this internship meeting your original goals and expectations? Why or why not? Refer back to your first week's entry.

Week 13: Would you suggest your placement to other students? Why or why not? Is there anything that you would have wanted to know at the beginning that would have improved your internship experience? I am collecting a list of tips for new interns that includes suggestions like varying the days or times of placement, or any other information that would be helpful to know before beginning. Do you have anything to add? Do you have any suggestions for your organization about the internship? What are they? Have you told them, and if so, how did they respond?

Week 14: Your last journal entry should be a summary and evaluation of your experience. To write this, read back through your journal. The following questions should be answered in the summary, if you haven't already answered them elsewhere in the journal.

- **What do you know now that you didn't know before? In other words, how has this internship made a difference in what you can now do and understand?**
- **Did you learn anything that you couldn't have learned any other way? If so, what?**
- **Did you overestimate, underestimate or accurately expect that which occurred during internship?**

- **What was your greatest challenge during this internship? How did you overcome it?**
- **What course material was most relevant to your experience?**
- **What was of greatest anthropological interest?**
- **Did this internship generate ideas for research?**
- **Did your internship have any effect on your career plans?**