The certificate program in Museum Management at McKissick Museum requires each student to complete a weekly journal. Each week you will be asked specific questions to direct your thinking and prompt reflection about your experiences. The questions act as building blocks to gauge the knowledge and skills learned over time. Please answer every question that is assigned during the week in which it is assigned. You may write your journal in a notebook or type it up as a word document.

Feel free to adapt some of the questions, as they relate to your site or experiences.

Please let me know if you have any questions.

**Week One**
What did you do this week? How did your workplace meet and greet you on your first day(s)? What kind of orientation did you receive? What is your immediate reaction to your new work environment? What have you learned this first week?

**Week Two**
What did you do this week? What differences have you experienced between the first two weeks? For example, challenges, accomplishments, problems, etc. What kinds of resources are available to you to accomplish your work? Are they sufficient? How would you describe the general work atmosphere? Did you face any unexpected challenges during this week? Do you have any other comments or thoughts?

**Week Three**
What did you do this week? Are you beginning to gain a better understanding of the mission as well as the goals and objectives of your institution/organization? Have you received any specific types of training and how does that relate to your work responsibilities? If not, is there additional training that you would like to receive that would assist you in performing your job? By contrast, do you find yourself providing informal training to some of your colleagues? Name two or three skills you have developed and how they might help you in the future. What previous skills or knowledge, either classroom or previous job-based, have you begun to apply in your internship?

**Week Four**
What did you do this week? Do you see yourself as beginning to make contributions to your organization? If so, what are they? If you were to evaluate your overall performance thus far, how would you rate yourself? Do you have any other comments or thoughts?

**Week Five**
What did you do this week? How has your internship experience evolved since the first week? Have you developed a more clear sense of your co-workers and how they function within the
work environment? How would you describe the level of satisfaction your co-workers feel about their jobs? Do you have any other comments or thoughts?

**Week Six**
What did you do this week? Have your work assignments changed significantly from the first week to this time? If so, how? Describe briefly what “successes” you have achieved thus far? Of what are you particularly proud? If appropriate to your experience, what kinds of external professional contacts/relationships have you developed as a result of your work? Do you have any other comments or thoughts?

**Week Seven**
What did you do this week? To what extent have you learned about the role of your organization’s place in comparison to a similar organization in the marketplace? Are there any other skills or knowledge that you would still like to be able to acquire before the end of the internship? Do you have any other comments or thoughts?

**Week Eight**
What did you do this week? If applicable to your workplace, have you had the opportunity to visit or learn about other department/areas in your organization? Generally speaking, what have you learned about the industry or career area in which you have worked over the last several weeks? How has this experience begun to shape or influence your immediate future plans or ideas about these career/professional areas? Do you have any other comments or thoughts?

**Week Nine**
What did you do this week? For what projects or assignments have you been completely responsible? Please describe. Do you have any other comments or thoughts?

**Week Twelve**
What did you do this week? How do you think your immediate colleagues/peers would describe you? Compare what you have done this week with the early part of your internship.

**Week Ten**
What did you do this week? If you had an opportunity to work in a similar organization would you accept it? Why or why not? Do you have any other comments or thoughts?

**Week Eleven**
What did you do this week? Have you been able to take on new initiatives at your site? Why or why not? Do you encounter new challenges, personal or professional? If so, how have you managed them? Do you have any other comments or thoughts?

**Week Thirteen**
During the final days of your internship, what tasks do you have to wrap up? During your internship, what kinds of changes have occurred in your organization such as staff, location, etc. that might have affected your everyday routine? If there were changes, how were those managed? Over the course of the next 6-12 months, describe what goals or plans you might have
that related to this internship experience. These goals may be personal, career or educational. Do you have any final comments or thoughts?