Department of Geography-Earth Science

Shippensburg University

Internship log form

Name:

Date range covered by these logs:

**On a Daily Basis**

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| **Date:**  **Hours worked today:**  **Hours worked so far toward your internship:**  **Provide a summary (1 – 2 paragraphs) of the specific tasks you accomplished today.** |
| Your daily log entry should be 1 – 2 paragraphs and should be written in complete sentences, be well organized, and free of typos. Your daily logs should clearly describe your day’s responsibilities and specific activities, and should highlight specific challenges or accomplishments.  Copy and paste these content blocks as needed for the number of days you worked for this set of logs. |

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| **Date:**  **Hours worked today:**  **Hours worked so far toward your internship:**  **Provide a summary (1 – 2 paragraphs) of the specific tasks you accomplished today.** |
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| **Date:**  **Hours worked today:**  **Hours worked so far toward your internship:**  **Provide a summary (1 – 2 paragraphs) of the specific tasks you accomplished today.** |
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**On a Weekly/Biweekly Basis\***

*\*Students working <30 hours/week should submit logs every two weeks; students working 30+ hours/week should submit weekly logs.*

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| **Describe how you applied concepts learned in class to accomplish the tasks above. Be specific.** |
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| **Describe any challenges you faced in accomplishing your tasks described in your daily logs. Indicate whether or not the challenges might have been lessened if you had learned certain content in your coursework at Shippensburg.** |
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| **Describe any new skills or knowledge that you acquired during your assignment today. These may be technical skills, professional skills, personal or interpersonal skills, new information about a certain topic, or new knowledge about how your organization does business.** |
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