

WEEKLY LOG FORMAT FOR REPORTING

During the internship it will be necessary for you to record your learning experience by sending weekly logs to the RCS Internship Coordinator. On the following page you will find the format (example) that you can use for the typed logs. It is very important that you fill out the top right hand corner information on every log. For the body of the log outline your experiences using the four headings underlined on the bottom half of the page. This will be a summary of your week's experience, not a minute-by-minute replay. Remember that the sponsor will not see your logs, unless you choose to share them, so this is an opportunity to analyze the people and the organization you are working with, as well as what you are experiencing.

All logs are to be typed, and be sure to keep copies for your reference. The logs will assist in your total review of the intern experience when you write the final comprehensive evaluative report. If you keep up with your logs, they will not become a burden. However, if you allow yourself to fall behind, you will find writing your logs will become more difficult and far less valuable to your learning process. In addition, if logs are not submitted in a timely manner your RCSC 493B evaluation will be lower since learning and growth cannot be clearly monitored by you or the CRC Internship Coordinator. A time record chart is a good way of recording your work hours and related time spent during the internship. Submit a time chart with your final report.

Log Example:

An example of a well-written, concise log follows. Notice that complete sentences are not necessary. The daily diary of events will serve as a guide to summarize the reporting period. You are listing and describing in depth the things that you have done and learned; then you are discussing how you reacted to these assigned tasks and learning experiences. A log for a 30-40 hour period can fit on two pages, but feel free to make it longer if you had a particularly full week. Again, remember to keep a copy of every log you send.

Example of Weekly Log

Name _____

Date _____

Number of hours: 40

Cumulative hours: 295

Internship Log #7

I. Specific Tasks:

- A. Took class counts of active and dresses
 - see how much of each classification we have left
- B. Marked down merchandise
- C. Checked in new merchandise
- D. Buyers came out to store
 - discussed floor arrangement
 - talked about displays and new ideas for displays
 - talked about their job and opportunities of becoming a buyer
 - went comparison shopping with them to find out what the other stores have that we will and will not be getting
- E. Manager's meeting of department
 - discussed floor arrangements
 - how to change merchandise to be in vertical rows, not horizontal rows so customers can see what we have
- F. Rearranged floor
- G. Took cancellation of some markdowns because merchandise was sold before marked down

H. Sales

- helped customers coordinate outfits
- helped customers with returns
- made some displays to put on the floor at the ends of racks

I. Conference calls with buyers

- discussed sales figures
- found out what was ordered for us

II. Performance

A. Positive Results

- Buyers pleased with my displays
- When rearranging the floor, more ideas of mine are being used
- Rearranged the floor practically by myself and it looks great and my manager was pleased.

B. Negative Results:

- Made sloppy errors when counting markdowns
- When taking cancellation of markdowns I wrote the price from regular to sale, which is the opposite of what should have been done.

III. Interpersonal Relationships

- A. One of the salespeople was upset with my manager and came to me for advice. This really made me feel good because I don't usually talk to this person much.
- B. My manager has been teasing me about my work. I'm not sure just how much is a joke and what she is serious about. She doesn't compliment anyone much and sometimes this bothers me.
- C. Got a different perspective of the buyers after meeting them. Got some idea of what a buyer's job entails. Was a little shy at first, but then started asking them a lot of questions.
- D. Working in sales brought me closer with the salespeople. Since I was helping them out, they were more willing to help me.
- E. Had to explain to some salespeople, errors they made in ringing up sales. Helped clarify the proper procedures.
- F. Feel more comfortable with the employees in my department, but not always with employees outside of the department.

IV. Personal Reactions

A. Was disappointed with the buyers and the way they talk about their job. From talking to them, I'm discouraged about becoming a buyer.

B. From talking to the buyers, I don't think the company promotes people very fast. Don't really want to work for a company where I can't get ahead.

C. Feel confident in the work I do.

D. Thinking about a career in the wholesale end instead of retail.

WEEKLY LOG FORMAT

Name

Date

Firm

Number of hours this log

Cumulative total of hours logged in

LOG NUMBER

The log text should reflect your total internship experience during the hours reported every week. Use the four headings below to concisely summarize what you have experienced.

- 1) Identify and explain the specific tasks assigned
 - a. Relate these experiences to your proposed objectives
 - b. List additional experiences beyond your proposed objectives
 - c. Explain how these experiences build on or relate to earlier experiences
 - d. What are the purposes of your tasks? Why are they important to the operation?
 - e. How do the specific tasks relate to other operations of the firm?
- 2) Evaluate performance
 - a. Positive results and/or negative results of your performance
 - b. Suggestions for improved performance
- 3) Discussions

Include interactions with sponsor or other personnel identifying interpersonal relationships (supervisors, employee peers, buyers, sales reps, clients, etc.)
- 4) Personal reactions

Include personal reactions to internship experiences for this log period.