**Student name Placement office. Week One**

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| A reflective journal is part of the requirements for your externship placement. This is different from your daily time log which in one or two sentences records your activities and corresponding times. Your journal is where you reflect upon what your overall experience for the week in question. What did you work on? What did you find interesting, surprising, good or bad? Are there things you would change, improve upon, both in terms of your performance as well as the system as a whole? You should ideally write in your journal on a daily basis, or if not, then at a minimum one longer entry for the entire week. Your journal is confidential in that only I read your entries. Write your reflections and thoughts in the space below. Continue onto a new blank page (or pages) as needed. Please label the form appropriately with your name and placement office above. Use the same form each week, but change the “Week One” to reflect what week the journal pertains to, i.e. “Week Two,” “Week Three,” etc. Submit journal entries along with time logs weekly.  |