Journaling Guidelines

**Weeks 1 and 2**
Develop answers for the following questions. (Write in paragraphs not in single words or sentences.)

**Journal questions**
- What do you hope to accomplish in this experience? What are your specific goals?
- What are your expectations for this experience?
- What are your initial reactions to your first few days? What are you looking forward to? Is there anything you are disappointed about?
- What is going to be your biggest challenge in this project?
- What contribution to society does this organization make?
- Do you feel like you fit in to the organization? Why or why not?

**Weeks 3 and 4**
Assignments and continue journaling
- Learn about the history of the organization.
- Get a copy of the organizational chart and job descriptions within the organization or department.
- Read the entire website of the organization and read relevant marketing materials. If possible ask for an annual report or similar document.
- If you have identified challenges or disappointments in your initial expectations of the project, put together an action plan to deal with these.

**Weeks 5 and 6**

**Journal Questions**
- What goals have you met so far? What goals do you still need to meet? Have you changed any of your goals?
- How has your perception of the organization changed since you started?
- What steps have you taken to address the challenges and disappointments that you identified in your early journal entries?
- What is surprising you about this project?
- What have you contributed to the organization?
- What have you done that has made your supervisor’s life easier?
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**Weeks 7 and 8**

*Journal Questions*

- What have you learned from the routine or boring parts of the project?
- What do you think are your strongest attributes in this project?
- What surprises have you had?
- If you are working in a group project, how have you been distributing work load? Is it a fair way to distribute the load?
- What is your role in the group? What would you like your role to be?
- In what ways do you feel like you can improve your performance?
- How did you react to a bad day or disappointment? How would you like to react?
- Is your personality a fit for this organization? Do you notice particular personality types working in this industry?

**Weeks 9 and 10**

*Assignments*

- Identify the most boring or routine activity in this experience and put together a plan for turning it into an opportunity for learning something new.
- Meet with your group to put together a mid-term report on your project.
- Ask your employer for a progress meeting.
- Research other organizations that meet similar needs to this one. What can your organization learn from them?

**Weeks 11 and 12**

*Journal Questions*

- How did you accomplish your goals for this experience?
- What did you learn about yourself through this experience?
- Were your expectations for this experience realistic? Why or why not?
- What was your biggest success in this project?
- How did you change as a result of this experience?
- What have you done that you didn’t ever think you would be able to do?
- What impact does your organization have on the community?

**Weeks 13 and 14**

*Journal Questions*

- What changes would you make if you had the chance to do this over again?
- What would you do differently in this organization if you were the leader?
- How would you describe your work-style based on your behavior at this project?
- How are you different than you were when you started this experience?
- Have your views of particular people or organizations changed?
- What was your biggest success or contribution to the project?
- What did you learn from your challenges in this experience?
- How do you want your colleagues/clients to remember you?
- What recommendations would you give to other students doing a service-learning project at this location?
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**Weeks 15 and 16**

*Assignments*

- Write a summary of your performance *from your supervisor's point of view*. What would he/she say about you? Write this in the third person.
- Think about a new career option that you learned about through this organization. Research that career.
- Write a description of the project that can be added to your resume.
- Write a handwritten thank you note to your supervisor and 2 or 3 other people at your project site that had an impact on you. Keep in touch with these people after the semester ends.