

Learning Journal Writing Guidelines

Writing a journal during your WIE can be an extremely useful way to keep a record of your professional growth and development. It will be useful for updating your resume, completing performance reviews and interviewing for future positions. It may be easy to forget exactly what projects that you worked on and what experiences you had after the WIE. This journal will allow you to process your thoughts and articulate your new skills and abilities.

Format Guidelines

Your learning journal should include two sections:

- I. Introduction
- II. Documentation of Learning
 - A. Reflective Integrative Journal
 - B. Supplementary Documentation

**Please refer to the following for content details of each section of your learning journal*

I. Introduction

A short essay (not less than **500** words) which includes your WIE goals, a summary of the background of your internship company (e.g. vision, mission, core business, specific feature of its product/service, customers and competitors) and your duties and responsibilities in that company.

II. Documentation of Learning – Part A. Reflective Integrative Journal

You are required to choose at least **THREE** themes from the list below, and you should write **at least 80 words on each theme** to elaborate on your experience and reflect on your WIE experience.

Personal Growth

Accomplishment

Impact on Future Career / Academic Planning

Work Culture

Culture Difference

People You Admire

Value to Employers

Guided questions are given under each theme to help you get some insight into how to develop your journal content and make it rich. You need to ANSWER at least ONE question in each chosen theme.

I. Personal Growth

Guided Questions

1. *What impact did this experience have on my personal growth?*
2. *What did I discover about myself? (Strengths, Weakness, Dislikes)*
3. *How was I able to apply my current skills?*

II. Accomplishment

Guided Questions

1. *What was my greatest accomplishment?*
2. *What projects have I completed that I am most proud of? How did I handle challenges on the job?*
3. *What setbacks have I experienced? What did I learn from those setbacks?*

III. Impact on Future Career /Academic Planning

Guided Questions

1. *What influence will that experience have on my future academic and career choices?*
2. *How has my academic background proved helpful to my work as an intern? How will your internship experience modify your learning process in future courses?*
3. *Would you want to do this internship again? Why or why not?*

IV. Work Culture

Guided Questions

1. *What are the formal and informal power and social structures in the company/organisation? What kinds of behaviours are rewarded and criticized? What do I like most/least about this culture?*
2. *What is the unwritten code of dress and conduct? What do I like most/least about this culture?*
3. *What did I learn about the good practice in human communications and relationships in the workplace that will serve me in the future?*

V. Culture Difference

Guided Questions

1. *What were the difficulties encountered in placement city? Was there any culture or customs in daily life that you find hard to adapt to? Please cite some examples.*
2. *Anything else you found interesting and unforgettable during the internship?*
3. *How did you identify yourself as a HK person in a foreign living environment? Are you proud to be the 'ambassador' to promote HK?*

VI. People You Admire

Guided Questions

1. *What did I learn from people I admire in the organisation?*
2. *Were there people whose work ethics I would imitate?*

VII. Value to Employers

Guided Questions

1. *What projects have I assigned during the internship?*
2. *To what extent does it help the employer?*
3. *Did I make suggestions for improving the results or process of that particular project?*

II. Documentation of Learning – Part B. Supplementary Documentation

You are required to enclose at least **4 – 6 photos for EACH chosen theme** (with you being captured in at least 10 of them). Include a caption for each photo. You are required to submit the original photos (online submission through POSS) which you have enclosed in your learning journal.

Supplementary Guidelines for Photo Submission

- All photos should be presentable and feature highlights of your internship
- You should take at least two photos in front of the company logo
- You should take at least two photos at your working environment
- You should take at least two photos with your colleagues
- You should take photos of your outing
- You should take photos of placement city landmark
- You should maintain decent postures in all photos

Points to note for taking photographs:

- 1. The quality of the photo: each photo should be at least with 1mb in size, preferred taken by digital camera of 5.0 pixel or*
- 2. For the confidentiality of taking photos in the workplace: Since there may be some confidential documents/products/office settings that the company would not want to expose to the public. Therefore, please inform your supervisor and ask for permission before you take photos in the workplace. And please inform them the photos that you took will be used in the PolyU publication/website/social media for promotional purposes.*

Below are some well-taken sample photos with the appropriate caption, please take a look as reference:

1. Photo with company/ organisation logo



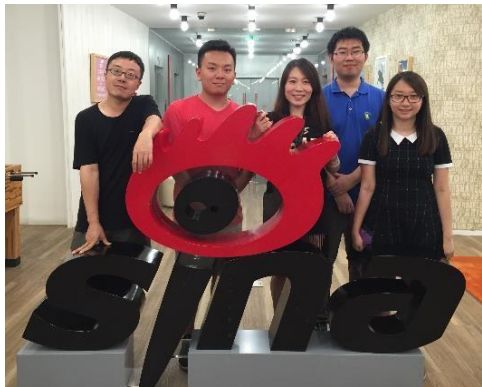
Caption: I am glad to be ICBC Intern

2. Organisation event



Caption: Other Intern, me, and Chairman joining NA City Conference

3. Work environment



Caption: They are my lovely colleagues

4. Placement city landmark



Caption: I visited the Longjin Village in Hangzhou