43. Guidelines for Community Internship Reflection

Goals for Journaling: Reflection and Self Directed Learning

Your weekly journals are designed to help:

- Encourage reflection about your experience

- Articulate goals

- Keep track of your progress on projects

- Assess your abilities and development in areas that are important to you

- Encourage investigation and sharpen your perception related to your internship site

- Directly address challenges you face at your internship

Assignment: Weekly Journal Entries

Length: *2 pages typed or the equivalent if handwritten. Journals are graded for content and level of engagement/reflection. These will not be graded for structure or grammar.*

Administrative Information for each journal:

- Include your NAME and SITE

- DATE

- The ACTUAL DAYS and HOURS that you were at your internship that week

Content should include:

- Overview of your experience that week, including mention of any special opportunities/events

- Challenges you're facing

- Reflection on capacity areas (See personal assessment tool below; choose one per week.)

- Assessment of your organization (See questions below; you may choose other topics in consultation with instructor.)

Questions for Internship Assessment

(Please discuss and analyze your organization in response to one question per week)

- What are the central goals of your organization? What problems does it intend to solve?

- Does your organization have a clear mission statement? How is it used and how was it developed?

- What are the central methods of change chosen by your organization? How do they fit with your organization's goals?

- How does your organization interact with policymakers or government at various levels?

- What theory of change is advocated by your organization? (Is it explicit or implied?)

- What are the core values of the organization? How are they expressed?

- How would you describe the leadership style of your organization? Of your supervisor? Others in the organization?

- What is the role of the leader of your organization in contributing to social change?

- How are issues of race, class, gender, sexuality, language, ability, etc. incorporated into your organization's work? How overtly are they discussed and considered?

- How is theory used in your organization?

- Do you understand the organizational set-up of your organization? What is it? How well does it work?

- What kind of impact does your organization have on its constituent community(-ies)?

- Describe and analyze the social relations and culture in your internship environment?

- What funding strategies does your organization have? How could your organization improve its fundraising?

- What other organizations/individuals partner with or are closely allied with your organization? Who are they? Who else could your organization partner with? How successful are joint ventures?

- What media and outreach strategies does your organization have? How can they be improved?

- What is your organization's approach to conflict resolution? How are problems resolved?

- How often does your organization call meetings? How efficient are those meetings?

- How are they run?

- How responsive is your organization to its constituency or target audience? How does your organization evaluate its communication with its constituency?

- How does your organization use research? What additional research would be helpful?

- What other resources are available for related research?

- How do the people working in your organization maintain balance? How is staff development encouraged?

- How does your organization use the law? Who provides legal services to your organization? What other resources are available?

Please feel free to write about additional areas of inquiry related to your organization.

INSTRUCTIONS: The "capacities" or skills below are some of the many qualities that may be useful in your leadership and efforts to make social change. For each topic, define the qualities as they make sense to you, and evaluate your level of development. Is this an area where you are well developed? Need more work? If the capacity is something you want to work on, consider using it for a journal entry and exploring it this semester.	
1. VISION AND REFLECTION	Any comments about this area? Is this a priority for your development?
Self knowledge	
Goal clarification	
Honoring your vision	
Articulating your vision	
Ethical/moral compass (personal and societal)	
Reflective practice	
Spiritual/artistic capacities	
Sources of inspiration	
Other:	
2. PERSONAL RENEWAL	Any comments about this area? Is this a priority for your development?
Respecting your limits	
Support network	
Emotional/psychological resources	
Self-care (health, maintaining balance, etc.)	
Other:	

3. ISSUE ANALYSIS AND PROBLEM SOLVING	Any comments about this area? Is this a priority for your development?
Assessing problems (needs analysis)	
Identifying and including stakeholders	
Policy analysis	
Research	
Brainstorming solutions	
Building case or arguments (issue knowledge)	
Other:	
4. KNOWLEDGE OF SOCIAL SECTORS AND NORMS	Any comments about this area? Is this a priority for your development?
Non-profits	
Grass roots organizations	
Private sector/Business	
Government	
Faith communities	
Foundations	
International groups	
Other:	

5. BOUNDARY CROSSING/BRIDGING	Any comments about this area? Is this a priority for your development?
Multicultural awareness	
Commitment to diversity	
Commitment to equity/equality	
Communication skills	
Knowledge	
Experience	
Sensitivity	
Other:	
6. CONFLICT RESOLUTION	Any comments about this area? Is this a priority for your development?
Willingness to engage	
Active listening	
Issue clarification	
Values clarification	
Depersonalizing issues	
Problem solving	
Negotiation	
Other:	

7. **FUNDRAISING**	Any comments about this area? Is this a priority for your development?
Networking	
Event planning	
Grant writing	
Individual donor solicitation	
Government funding	
Other:	
8. **MANAGEMENT SKILLS**	Any comments about this area? Is this a priority for your development?
Creating structures and systems	
Financial skills	
Decision making	
Organizational skills	
Emotional intelligence	
Delegating	
Mentoring	
Developing action plans	
Meeting facilitation	
Other:	

9. COMMUNICATION SKILLS	Any comments about this area? Is this a priority for your development?
Oral	
Written	
Ability to adapt to audience	
Teaching	
Communicating passion	
Articulating values	
Providing information	
Artistic expression	
Body language	
Sensitivity	
Interpreting/translating	
Other:	
10. COALITION/COMMUNITY BUILDING	Any comments about this area? Is this a priority for your development?
Networking	
Motivating others	
Teambuilding	
Grass roots campaigning	
Social bonds	
Institutional culture	

Systemic awareness	
Accountability	
Other:	
11. RELATIONSHIP BUILDING	Any comments about this area? Is this a priority for your development?
Commitment	
Sensitivity to others	
Emotional intelligence	
Empathy	
Gaining trust	
Integrity	
Managing emotions	
Mentoring and developing others	
Personal relationship development	
Accountability	
Other:	

12. SOURCES OF INFORMATION	Any comments about this area? Is this a priority for your development?
Knowledge and utilization of print sources	
Knowledge and utilization of radio sources	
Knowledge and utilization of television sources	
Knowledge and utilization of alternative press sources	
Knowledge and utilization of film sources	
Knowledge and utilization of Internet sources	
Friends and family	
Understanding of influences (media critique)	
Awareness of biases	
Ability to filter information	
Ability to influence sources	
Other:	
13. ADVOCACY/CAMPAIGN DEVELOPMENT	Any comments about this area? Is this a priority for your development?
Information gathering/interviewing	
Issue knowledge	
Communication skills	
Sensitivity	
Outreach	

Problem solving	
Other:	

14. PUBLIC SPEAKING	Any comments about this area? Is this a priority for your development?
Message development	
Debating	
Knowledge of issue	
Knowledge/awareness of audience	
Personal experience of issue	
Presentation skills	
Other:	

15. PUBLIC RELATIONS	Any comments about this area? Is this a priority for your development?
Issue knowledge	
Outreach	
Message development	
Awareness of audience	
Using media effectively	
Other:	