

2008-2009

**James Madison University
Department of Kinesiology
Exercise Science**

Guidelines for Practicum/Internship Reports and Journal

All practicum and internship students should keep a daily journal, but send a weekly report. The report should include:

1. Record of dates and times for each week
1. Summary of activities
2. What course work was useful in performing the activities
3. A personal assessment of strengths and weaknesses (personal reflections)
4. How could you have been better prepared to maximize the practicum/internship experience?

The report should be submitted via e- mail once per week to: **Jana Walters at jana.walters1@gmail.com**

This will be the format for weekly and end of the practicum/internship reports. The final report should be approximately 2-3 pages in length.