



Monthly Journal of Internship

Intern's Name: _____

Name of agricultural University/ academy/ school: _____

Employer's name: _____

Report for Months: _____ Number of Hours worked: _____

Goals Planned for the Month:

Accomplishments – Knowledge and Skills Developed:

Describe your responsibilities or duties on the job this month. Identify how successful you feel you were in performing these duties. Finally, identify how you will work toward improving your level of performance for that specific job activity:

	Responsibility and/or job duties	Level of job performance <i>(good, fair, needs improvement)</i>	How I will improve my level of performance
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Skills I learned in classes that are most valuable on the job include:

Comments:

Intern's Signature _____