

Instructions on how to write your monthly journal entry

(Monthly journals are mandatory)

Why do I have to write a monthly journal?

It is very important that all interns complete a journal entry for these reasons:

- We have many interns each session, interns are in various time zones, or you don't have time to jump on a call to discuss your internship. This allows us to keep in touch with all of you.
- When reporters ask us for student testimonials, we go and reference your journal entries. Of course, we ask permission to use it prior to handing it over to a reporter, but to save your time this makes the process easier.
- University and college presidents/chancellors love to hear and asks us what students from their university or college have been doing during their internship. This allows us to brag about your experience.
- There are instances in which researchers come to us to ask about how diversifying the federal government workforce is beneficial, in which we offer data and your testimonials to show the importance of program such as HNIP.

How do I write my monthly journal?

- Heading such as below
(Student First and Last name)
(Name of Agency, Current Session)
(State whether it is virtual, hybrid, or in-person/your intern title)
- Journal entry should be a minimum of one page long, 12 pt font, and type in either Calibri or Times New Roman.
- If possible, type it in Microsoft Word, if not possible download it as a pdf.
- Journal entries should be sent to hnip@hacu.net on the last week of the month, and no later than the first day of the following month. If the internship ends before the end of the month, please submit your monthly journal on the last week of the internship.

What is expected to be in the monthly journal?

- We want to read what you have been doing during your internship. Feel free to be expressive in your journal. This is more of your anecdotal experiences and less of a check-in report.
- Feel free to include as much detail on any projects you are working on.
- You are highly encouraged to include any photos if you are doing field work or are working in person.
- Here are a few examples of some passages of previous intern monthly journals:
 1. "This month has been a productive month for me as a Safety Assistant intern at the U.S. Department of Agriculture, Agricultural Research Service. Since September 2022, I have

worked as an intern under the Safety, Health, and Environmental Safety Branch of the USDA-ARS, however my time in this internship is now ending. It is an interesting feeling to be ending my work on a project that I have been dedicated to every week for the past 9 months. This month, I have been working to develop procedures for the work I do that a future intern will be able to use to continue my work. In addition, I have been developing a final presentation on the work I have done throughout my internship. Not only is developing the presentation fulfilling because I finally have the opportunity to analyze the data that I have been organizing and working with but building and giving the presentation will be a beneficial experience. It is my hope that my presentation will be used to make changes to the process of creating job hazard analysis reports in the future at the USDA-ARS. Furthermore, I appreciate that after giving the presentation, I will be able to add that I presented on this project to a team on my resume and I gained valuable experience with presenting in front of a formal audience..."

2. "After this project was over, I had the chance to attend the National Hunger Conference in which I was able to learn about the work that USDA members in other branches are doing and how to get involved to help alleviate this crisis in the US. Also, I had the chance to learn about the work that some local and non-profit agencies are doing to making sure every US citizen have at least two meals a day. I was able to learn and then I did a report for my supervisor in which I highlight some of the most relevant information and how it connects to the work we are doing at FNS."
3. "This second monthly report will consist of my experiences working as an intern in the Office of the Managing Executive for Small Offices (MESO) and the Office of the Records Management Services (ORMS) at the U.S. Securities and Exchange Commission (SEC). I will describe the projects that I am leading and the opportunities that I have been fortunate to encounter through my internship."

If you have any questions, please feel free to send any questions to hnip@hacu.net