

SAMPLE JOURNAL ENTRY FOR MPA INTERNS

- You MUST include the number of hours you worked per week and hours to date

Name of Student

Weekly Journal

June 23 – 27

Hours this week: 44

Hours to date: 197 (5 weeks)

Monday

Today I wrapped up what I was doing with the Accounts Payable SERware Invoice Project and I moved back downstairs in the early morning. At 11:30 I ate lunch with my mentor DK, who graduated with an accounting degree from the University of Houston two years ago. We discussed H and what the different career paths throughout the company there were and what may be best for me when I graduate.

For the rest of the day I continued researching H and their competitors (this is part of the market analysis / strengths and weaknesses project that I working on throughout the summer). At 4:00 I attended the Sarbanes-Oxley team meeting. We discussed what we had been working on for the past week and what our goals were for the following week.

Tuesday

From the Monday team meeting I learned that for the next few weeks that I will be working on the next phase of the Sarbanes-Oxley project (the post-project governance model). On a high-level basis this is going to include (1) identifying and hiring the employees who are going to carry out this tool once the project is complete (i.e. the head of the tool, the administrators, and the IT team), (2) identifying all the steps throughout the entire process from year-to-year (We want to create a process flow model that will help in training the new team as well as give all the users an idea of what they will be responsible for throughout the year.). From 2:00 – 5:00 p.m. there was a tour for the interns of the XX Manufacturing facility. This is one of many tours that help each intern learn more.

Wednesday

In the morning I worked on the post-project governance model. I met with JR to better identify the scope of the project and what exactly is going to be needed from me. From 1:00-3:00 p.m. there was a steering committee meeting. I took notes throughout the meeting and then drafted the minutes directly following the meeting which took me the rest of the day.

Thursday

After I finished drafting the minutes on Wednesday I sent them to my boss for revision on Thursday morning. We met at 10:30 to discuss any changes that were needed. Once I made the proper revisions I sent them out to the rest of the steering committee for review (Vice-President, Controller, Project Manager, Director of Audit Services, and Partners from KPMG and Deloitte & Touche.) The goal is to have the steering committee minutes draft within 24 hours of the steering committee. Once I completed the minutes and sent them out I continued to work on the project governance model as well as create my PPR (People, Performance, Results) – this form identifies my performance objectives for the summer, the support required to obtain those objectives, and the performance measure (how will I measure if I completed my objective or not).

Friday

I met with my boss JR in the morning to review my PPR. He made a few changes; I revised it and then sent it in to the Human resources director. The PPR form is a standard throughout H– they use it as a basis for compensation packages, promotions, and other performance related activities. For the rest of the day I continued to work on the post-production governance model.

Internship Reporting Document Sample Weekly Email Journal

TD Snyder



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Monthly Catalogue, United States Public Documents ,1994 ARL Activities Report ,2000 **Hispanic Link Weekly Report** ,1986 **Monthly Catalog of United States Government Publications** ,2000 American Journal of Health Education ,2004 **Directory of Research Grants 2008** Schoolhouse Partners Llc,2008-05

It was the 50s and life was simple until September 25 1954 That was the night that would be etched in the memory of the citizens of Stanfield Massachusetts The Chief of Police described the brutal savagery of the double homicide as the most atrocious crime in the history of the city A fourteen year old girl and the four year old boy in her care were murdered at the hands of a deranged depraved killer A Thread of Evidence places the reader at the scene of the crime an eye witness to the senseless stabbing of two innocent children With a piece of crochet thread as their only clue the entire police department lead by detectives Steven Logan and Raymond Gage scour the city in search of a maniacal savage When all tips and leads have been exhausted they review all evidence They come back to the thread The only real evidence With tenacity and perseverance of Logan and Gage the killer is apprehended The reader experiences the twists and turns of the investigation and ultimately occupies a reserved seat in the Superior Court as the trial proceedings commence A Thread of Evidence has been written as fiction but inspired by an actual event Fifty years later it remains etched in the minds of all who had lived in the area The author has researched court records newspapers interviewed neighbors police and has drawn on personal recollections of the crime The story has been recounted over and over and to this day it continues to be discussed A Thread of Evidence is a compelling account of superb detective work and unprecedented dedication of an entire police department *The Routledge Handbook of English Language Teacher Education* Steve Walsh,Steve Mann,2019-07-03 The Routledge Handbook of English Language Teacher Education provides an accessible authoritative comprehensive and up to date resource of English language teacher education With an overview of historical issues theoretical frameworks and current debates this handbook provides unique insights into a range of teacher education contexts focusing on key issues relating to teacher and learner priorities language and communication current practices reflective practice and research Key features include a cross section of current theories practices and issues providing readers with a resource which can be used in a variety of contexts the use of data transcripts and tasks to highlight and illustrate a range of practices including examples of best practice snapshots of ELTE from a number of contexts taken from all around the world and examples of current technological advances contemporary thinking on reflective practice and insights gained from recent research This wide ranging and international collection of chapters has been written by leading experts in the field The Routledge Handbook of English Language Teacher Education is sure to be core reading for students researchers and educators in applied linguistics TESOL and language education **Resources in Education** ,2001 American Universities and Colleges Praeger Publishers,2010-04-16 For well over a half century American Universities and Colleges has been the most comprehensive and highly respected directory of four year institutions

of higher education in the United States A two volume set that Choice magazine hailed as a most important resource in its November 2006 issue this revised edition features the most up to date statistical data available to guide students in making a smart yet practical decision in choosing the university or college of their dreams In addition the set serves as an indispensable reference source for parents college advisors educators and public academic and high school librarians These two volumes provide extensive information on 1 900 institutions of higher education including all accredited colleges and universities that offer at least the baccalaureate degree This essential resource offers pertinent statistical data on such topics as tuition room and board admission requirements financial aid enrollments student life library holdings accelerated and study abroad programs departments and teaching staff buildings and grounds and degrees conferred Volume two of the set provides four indexes including an institutional Index a subject accreditation index a levels of degrees offered index and a tabular index of summary data by state These helpful indexes allow readers to find information easily and to make comparisons among institutions effectively Also contained within the text are charts and tables that provide easy access to comparative data on relevant topics

CMJ New Music Report ,2000-04-03 CMJ New Music Report is the primary source for exclusive charts of non commercial and college radio airplay and independent and trend forward retail sales CMJ s trade publication compiles playlists for college and non commercial stations often a prelude to larger success

Creating Experiential Learning Opportunities for Language Learners Melanie Bloom,Carolyn Gascoigne,2017-03-08 While much research has been done on experiential learning opportunities in study abroad settings there are fewer publications devoted to experiential learning in the domestic context This volume aims to fill that gap by providing a collection of chapters highlighting research based innovations in experiential learning in domestic settings The book focuses on three experiential learning contexts community engagement experiences professional engagement experiences and other unique experiential contexts such as language camps and houses The collection focuses on the US context but the research projects and curricular innovations described here can serve as models for educators working in other local contexts and will encourage interested practitioners to explore experiential learning opportunities in their local areas It will also provide the reader with a better understanding of this growing field of inquiry and should appeal to graduate students and researchers who are interested in experiential language learning

Legitimizing Human Rights NGOs Obiora Chinedu Okafor,2006 A claim and empirical demonstration that if human rights NGOs in Nigeria are to popularly legitimise themselves then almost all of them must undergo a fundamental revision of form concept and activist methods Legitimising NGOs in Africa will grant a greater achievement of influence to those organisations this volume argues that only a transition to a mass movement model will ensure the legitimisation of most Nigerian and African human rights NGO communities Okafor builds a list of recommendations designed to be used as a blueprint for successfully popularising NGOs

Fishweirs John M. Connaway,2007

Music Industry Internships Bobby Borg,2025-07-24 Music industry students ready to nail your next

internship interview craft a standout resume and turn that internship into a full time gig Look no further This book is a practical no nonsense guide to mastering every step of the music industry internship journey Industry insider Bobby Borg teaches students how to Prepare like a pro for the internship search Apply with confidence and land a dream position Navigate office dynamics and build a powerful network Transition seamlessly from intern to full time professional Featuring interviews with top supervisors and over 20 practical templates students will learn how to track applications perfect networking pitches review job contracts and much more all in one place Written in short digestible chapters this book will help students jumpstart their careers today

Social Work Capstone Projects John Poulin, Stephen Kauffman, Travis Sky Ingersoll, 2021-05-29 The only practical guide for helping social work students create high quality applied capstone research projects from start to finish This mentor in a book provides social work students with invaluable information on designing implementing and presenting first rate applied research projects focused on improving social work programs and services Taking students step by step through the entire process the book helps students plan their projects by providing descriptions of the various research methodologies that can be used to improve social work programs and services It offers extensive instruction on how to write effectively by providing detailed information on all written components of capstone research projects as well as the dos and don ts of writing research reports Covering data collection methods program evaluation organization and community needs assessments practice effectiveness studies and quantitative and qualitative data analysis this brand new book also addresses best practices for presenting findings upon completion of the applied research project Additional features include abundant case examples demonstrating the application of theory to practice and an examination of both qualitative and quantitative research approaches while also helping students demonstrate social work practice competencies within their capstone projects Practice activities in each chapter help students apply knowledge to their research projects and technology exercises help students master important digital research techniques A capstone project checklist and competency log help students monitor progress and QR codes provide supplementary support and resources Additional faculty resources include competency rubrics detailed group exercises for each chapter and a sample syllabus for faculty Purchase of the book includes digital access for use on most mobile devices or computers Key Features Delivers step by step information on creating high quality social work capstone projects from conception through presentation Includes a detailed summary of the major applied research approaches to improving social work programs and services Explains how to research literature and write a problem statement on a social service issue Contains extensive information on how to write effective capstone research papers along with abundant examples Helps students to demonstrate social work practice competencies Offers case examples throughout to demonstrate the application of theory to practice Presents practice activities and technology exercises in each chapter Provides a capstone project checklist and competency log Includes QR codes providing additional resources for each chapter

Research in Education ,1970-05 **Bowker's Law Books and**

Serials in Print ,2000 *Handbook of Psychology, History of Psychology* ,2012-10-16 Psychology is of interest to academics from many fields as well as to the thousands of academic and clinical psychologists and general public who can't help but be interested in learning more about why humans think and behave as they do This award winning twelve volume reference covers every aspect of the ever fascinating discipline of psychology and represents the most current knowledge in the field This ten year revision now covers discoveries based in neuroscience clinical psychology's new interest in evidence based practice and mindfulness and new findings in social developmental and forensic psychology **Technology and Teacher Education Annual** ,1997 **Otto E. Miller, Plaintiff-Respondent, Against Fred W. Smythe, Defendant-Appellant** ,

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