Internship Log

|  |  |
| --- | --- |
| Internship Log # | <Delete and enter a number> |
| Student Name |  |
| Email address |  |

Internship Logs:

* Must be uploaded to *myCourses* in the appropriate assignment box by **11:59PM** so as not to incur a late penalty
* Are graded on completion, not content
* Are to be treated as homework and should not be worked on during host-company time

Recall that Internship Logs will help you to prepare your Final Report. Document details that you can draw upon when writing the report, such as illustrative examples, new experiences, etc.

This document may be reviewed by your Field Supervisor as they prepare their assessments on your progress through your internship.

# Professional Competencies

For each of the competencies listed below, please record your activities, achievements, unfulfilled goals, and aspirations. A description of each competency may be found at the following link: <https://bme.research.mcgill.ca/BMDE-657/professional_competencies2.htm>

If there is no activity to report on a competency, indicate so.

| 1. Professionalism |
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| 1. Communication skills |
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| 1. Time management |
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|  |

| 1. Organization skills |
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|  |

| 1. Professional development |
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|  |

| 1. Ethical practice |
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|  |

# Miscellaneous Comments (Optional)

Enter general comments unrelated to the competencies.

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|  |

# Date of Next Submission (fill out one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | YYYY-MM-DD | or |  | YYYY-MM-DD |
| Internship Log# 2-7\* Due date (a Sunday): | <Delete and enter date here> | Final Report Due date (a Sunday): | <Delete and enter date here> |

# (\*): Please remind your Field Supervisor of their deliverables

The table below details the deliverables schedule, as established in the *Academic Contract*. When appropriate, please remind your supervisor that they have an assessment due.

|  |  |  |
| --- | --- | --- |
| When You Submit | Field Supervisor to Submit | Supervisor’s Deadline |
| Internship Log #2 | Interim Assessment | 1 week after your log |
| Internship Log #7 | Final Assessment | Same day as your log |

Your supervisor has already received an email with a link to an online form to be completed to submit their reports on your internship.