

**STEM Internship Scheme**  
**Careers and Placement Section, Student Affairs Office**  
**The Hong Kong Polytechnic University**

**Learning Journal Writing Guidelines**

Writing a journal during your internship can be a very useful way to keep a record of your professional growth and development. It will be useful for updating your CV, completing performance reviews, and attending interviews for future positions. It is easy to forget exactly what projects you worked on and what experiences you gained after the internship is over. This journal will allow you to process your thoughts and articulate your new skills and abilities.

**FORMAT**

Your learning journal should include two sections:

- I. Introduction
- II. Documentation of Learning
  - A. Reflective Integrative Journal
  - B. Supplementary Documentation

**CONTENTS**

**I. Introduction**

A short essay (not less than **500** words) which includes your internship goals, a summary of background of your internship company (e.g. vision, mission, core business, specific feature of its product/service, customers and competitors), innovation and technology (I&T) elements of the internship, and your duties and responsibilities in the company.

**II. Documentation of Learning**

***Part A. Reflective Integrative Journal***

Choose at least **THREE** themes from the list below, and write **at least 80 words on each theme** to elaborate and reflect on your STEM internship experience.

- Personal Growth
- Accomplishment
- Impact on Future Career / Academic Planning
- Work Culture
- People You Admire
- Value to Employers

Chose at least ONE guided question under each chosen theme. You can also elaborate on other areas based on your internship experience.

- **Personal Growth**

Guided Questions

1. *How did this experience impact on my personal growth?*
2. *What did I discover about myself (e.g. strengths, weaknesses, interests, dislikes)?*
3. *How did I apply my current skills to the I&T-related work during the internship?*

- **Accomplishment**

Guided Questions

1. *What was my greatest accomplishment throughout the internship?*
2. *Which of my projects during the internship am I most proud of?*
3. *What setbacks did I experience? How did I learn from those setbacks?*

- **Impact on Future Career / Academic Planning**

Guided Questions

1. *What are the impacts of the internship on my future academic and career choice?*
2. *How did my academic knowledge contribute to my work as an intern? How does my internship experience change my learning process?*
3. *Would I consider pursuing a career in I&T after graduation? Why or why not?*

- **Work Culture**

Guided Questions

1. *What are the formal and informal power and social structures of the company? What kinds of behaviours are rewarded and criticised? What do I like most/least about this culture?*
2. *What are the unwritten codes of dress and conduct? What do I like most/least about this culture?*
3. *What did I learn about the good practice in human communications and relationships in workplace that will serve me in the future?*

- **People You Admire**

Guided Questions

1. *What did I learn from people I admire at the internship company?*
2. *Were there people whose work ethics I would imitate?*

- **Value to Employers**

Guided Questions

1. *What I&T projects or tasks was I assigned during the internship?*
2. *To what extent did they help the employer?*
3. *Did I make suggestions for improving the results or process of that particular project?*

***Part B. Supplementary Documentation***

You are required to enclose at least **10 photos** with a caption for each. Please **upload the photos via OneDrive ([User guide](#)) or other accessible shared drive** and **include the shared link** in the last part of your journal.

Please be reminded NOT to set specific access restrictions on the photos in the shared link.

**Points to Note for Photo-taking**

- ***Photo Contents:*** Photos submitted should be presentable and feature highlights of your internship. You may take photos in front of the company logo, at your working environment and with your colleagues. For virtual internship, you may take screenshots of webinars, online meetings, and/or computer work, as long as there is no confidentiality concern.
- ***Photo Quality:*** Preferably at least 1MB in size for each photo
- ***Confidentiality:*** As there may be some confidential documents/products/office settings that the company would NOT want to expose to the public, you should seek permission from your work supervisors before taking photos in the workplace. Please also notify them that the photos taken may be used in PolyU publications/websites/social media for promotional purposes.

## Sample Photos with Appropriate Captions

### In front of Company Logo



*I am proud to be part of the team at LF Logistics!*

### Work Environment and Colleagues



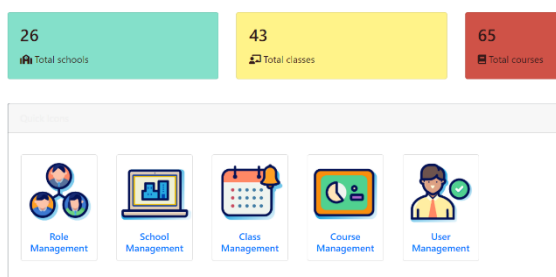
*Exploring the safety analyser with the Engineering Team.*

### Company Events



*Me and other interns at a farewell party, with souvenirs from our supervisors.*

### Computer Work



*A new experience for me to enhance my web development and design skills.*