

# MICRO INTERNSHIP – Daily Narrative



Following each day of the internship, students will be required to record his/her observations and/or experiences in a typed 100-200 word narrative. Students may use this template as a guide to write the narrative, or the instructor may provide a program-specific template.

At the top of each page, type the date of the internship experience, your name, and the company/business name and address.

Date

Student's Name

Name of Company or Business

Street Address

City, State

Write 100-200 words to report your day's activities in the order they happened. You may use first person (I, we, me, us, my, mine, our, ours) as you write, and write the narrative as if the reader has no knowledge of the company or its products/services. You may use a person's name and title, but you should not discuss or criticize anyone's behavior or performance.

**Paragraph #1** Write in a factual manner a clear sequence of events of the day and provide sufficient explanatory information that clearly illustrates how you participated or observed (four to six sentences).

*At the beginning of the day, I attended...  
observed...*

*Following the meeting, I*

*To begin the day, I interviewed...  
I was able to...*

*After I learned about...,*

*To end the day, I...*

*The last half of the day, I...*

**Paragraph #2** Describe what you learned from observing or participating in the day's activities. You may also express how your interest has increased to learn additional information about a specific portion of the business or of the day's activities (four to six sentences).

*I didn't know that...*

*I learned quickly that...*

*I will plan to...*

*I am surprised to learn...*

*I will definitely continue to...*

*Knowing how to..., I plan to...*

*Since I saw..., I now know to...*

*Watching... leads me to believe*

*that...*