

EXAMPLE

TIME LOG & WEEKLY REFLECTION REPORT

Directions: Hours for a given day should be reported (i.e., rounded) to the nearest quarter hour and reported in a decimal form. It is important that lunch hours and breaks be subtracted from total clock hours for a given day. Refer to the Internship Handbook for guidelines on calculating cumulative hours. In the reflection portion of the form, list work duties, activities and/or tasks performed for each week, identify in the academic reflections how each task related to academic coursework or projects completed, and communicate the importance of these duties and activities. Following the listed duties, activities, and tasks, write a paragraph identifying specific **courses** (i.e. FSCN 3445, FAMD 3371, INDS 4330, etc.), **assignments** or **projects** related to each task, and then write a statement evaluating the importance of the tasks. The student should list course numbers in the academic reflections section. The length of a given entry can be adjusted as needed. *The form must be submitted each week on Blackboard in WORD or PDF format ONLY and must include your site supervisor signature each week.*

Name: Tania Thomas Date Submitted: June 23, 2023

Dates: June 15th through June 21st

Week Number: #2 Business/Organization Name: Morgan's Department Store

Supervisor Name: Joyce Jackson - Career Sportswear

Date	Weekday	Time			Lunch	Hours
6/15/12	Monday	off	To			0
6/16/12	Tuesday	8:45am	To	6:00pm	1 hr	8.25
6/17/12	Wednesday	8:45am	To	6:00pm	1 hr	8.25
6/18/12	Thursday	12:45pm	To	9:30pm	1 hr	6.75
6/19/12	Friday	8:45am	To	6:00pm	1 hr	8.25
6/20/12	Saturday	8:45am	To	6:00pm	1 hr	8.25
6/21/12	Sunday	off	To			0
					TOTAL HOURS/WEEK	39.75
					Total Cumulative Hours	76.75

Supervisor signature: _____ Date: _____

Print supervisor's name: _____

Week of June 15th **to** June 21st

Duties & Activities: (1) I started each day by checking email and sales figures. The software program that we use shows the sales figures of a department for a month or for a day. Then I pull up information for markdowns. Our area had over 6000 units to mark down this week, so I separated the markdown documents by department and gave them to sales associates so that they could scan merchandise for markdowns. (2) Each week we also need to pull up the ad calendar on the computer so that we can check on see the ads that will be coming out for the next two weeks. I have to check each ad to verify whether our area is going to be affected by any of the ads. (3) This week we were also interviewing for a new sales associate position in the bridge area, and I was able to sit in on some of the interviews on Wednesday. (4) We also have a weekly sales meeting every Friday morning, and topics for this week included sales figures and the upcoming inventory. (5) This week my supervisor also gave a final notice to an employee and she allowed me to sit in on that; that also occurred on Friday.

Academic Reflections: (1) Checking the sales figures of the department reminded me of the problems from FAMD 2333, including the Excel spreadsheet assignments. It really helps to be able to use the Excel spreadsheets to separate the markdowns by department. (2) Checking on the ads reminded me of information on evaluating advertisements that was covered in FAMD 2375 *Fashion Promotion*, and also in MKTG 3310. (3) The importance of making careful personnel decisions was discussed in the MGMT 3310 course. (4) The weekly sales meeting also reminded me of FAMD 3348 *Buying I Merchandise Control* and the importance of the net sales figure. We have to keep careful tabs on the net sales figure. (5) Handling personnel issues was covered in MGMT 3310.

Importance of Duties: (1) I am getting more comfortable with the computer system and feel more confident about using it. My manager wrote down all of the processes that I had learned on the computer, and I was amazed. (2) It is very important to check upcoming ads because it prepares our departments for them and allows us to verify that we have the proper stock on hand. If we don't have enough, we can request that stores with perhaps an excess of the item can transfer their extras to us (3). I enjoyed sitting in on the interview and noted the similarities and differences between that interview and my own interview with Morgan's. (4) After the sales meeting, all of the interns met with Anne Kelley, the merchandise manager, and she explained the software program used to report sales figures, along with its purpose. Her comments really helped us to make sense of it all and to put the meeting in a good context. (5) The termination was interesting. At Morgan's, an employee is allowed nine tardies over a 3-month period. When an employee hits eight tardies, a manager gives them a warning that one more tardy will result in termination. The company is very strict in this regard. It was good to see the process in operation. I agree that nine tardies within a 3-month period is reasonable grounds for dismissal. When a person is not there due to running late, it leaves the co-workers hanging for at least a while.

Anticipated Work Schedule for Next Week:

Monday 9-5pm; Tuesday 11-3pm; Wednesday 9-5pm; Thursday 11-3pm
22 hours anticipated next week

Anticipated Work Duties, Activities & Tasks for Next Week:

(1) Continue with markdowns, (2) continue with ad calendar check, (3) prepare content for sales meeting, and (4) sit in on new hire interviews.