

Intern Reflection Journal Template (Weekly Table Format)

This structured table format allows interns to record reflections for each week in a clear and organized layout.

Week 1

Reflection Prompt	Intern Response
What new skill did I use or develop this week?	
What feedback did I receive, and how did it help me improve?	
What challenge did I face, and how did I overcome it?	
What achievement or success am I most proud of this week?	
What is one goal I want to focus on next week?	

Week 2

Reflection Prompt	Intern Response
What new skill did I use or develop this week?	
What feedback did I receive, and how did it help me improve?	
What challenge did I face, and how did I overcome it?	
What achievement or success am I most proud of this week?	
What is one goal I want to focus on next week?	

Week 3

Reflection Prompt	Intern Response
What new skill did I use or develop this week?	
What feedback did I receive, and how did it help me improve?	

What challenge did I face, and how did I overcome it?	
What achievement or success am I most proud of this week?	
What is one goal I want to focus on next week?	

Week 4

Reflection Prompt	Intern Response
What new skill did I use or develop this week?	
What feedback did I receive, and how did it help me improve?	
What challenge did I face, and how did I overcome it?	
What achievement or success am I most proud of this week?	
What is one goal I want to focus on next week?	

Week 5

Reflection Prompt	Intern Response
What new skill did I use or develop this week?	
What feedback did I receive, and how did it help me improve?	
What challenge did I face, and how did I overcome it?	
What achievement or success am I most proud of this week?	
What is one goal I want to focus on next week?	

For the above table's digital use, where we show a structured Intern Reflection Journal Template organized by week with five reflective prompts, you can implement the following to digitize and streamline this tool for easier use, scoring, and analysis:

1. Google Forms (Recommended for Weekly Input & Easy Export)

Structure: Create a Google Form with repeating sections (using section logic) for each week.

Prompts: Use Paragraph response type for each of the five reflection questions per week.

Automation:

Responses auto-saved to a Google Sheet for easy tracking.

Interns can fill out weekly entries from any device.

Benefits:

Simple sharing (URL/email)

No login required (optional)

Easily exportable to Excel or PDF