



**WEEKLY WRITING JOURNAL: Week of September 7, 2018**

On September 4th, 2018 I began my internship with The NIH Bridges Scholars Program located at New York City College of Technology. My first week was composed of getting back into the groove of things so to speak. Professor Pa, my supervisor informed me that I had to fill out Rehire documentation (i.e. W-2 forms) so that I could be inputted into the RF CUNY system. In order to fill out the Rehire forms, I had to meet my supervisor Professor Pa Her during her first class at 6:00 on September 6th, 2018. However, picking up these forms became a bit problematic for me since I was currently working a full-time job at the school bookstore. To make things worse my shift ended at the same time that I had to meet Professor Pa Her. Not only did my shift end at 6:00, but I was aware of the fact that I would have to go through a few processes after I clock out such as bag check so that I could be cleared to leave the store. After bag check, I sprinted up the stairs to Professor Pa's class with hopes that I would catch her before she started her lecture. Unfortunately, I was too late and she had already begun explaining her syllabus to her class. When she noticed me, she stopped her class so that she could instruct me on what forms I needed to fill out, and that I needed to submit those forms the next day.

The next challenge I faced was figuring out what time I could submit the forms to Elanor Bergonzo who processes all of the RF CUNY documentation. I knew that her office opened at 8:30 on Friday and I started my shift at 8:45 that same day. My plan was to go to work early, put my stuff in my locker and then drop off the forms to Mrs. Bergonzo. I arrived at work, dropped off my bag as planned, asked my boss's permission to leave for a few minutes and ran to the

second floor. When I got there Mrs. Bergonzo was a bit upset because she wasn't previously informed that I would drop off forms for her to process. As she spoke to me I noticed that the clock said 8:43. That meant I have two minutes to run back to work. I asked Mrs. Bergonzo if I could leave, and when she said yes I ran to work. I clocked in at 8:46 a minute late. However, when I got home my RF CUNY payroll account was up and running and I was able to input my hours. So even though I was a minute late to work, my paperwork was processed and I was all set to work for the upcoming week.