



WEEKLY WRITING JOURNAL: Week of September 14, 2018

During the week of September 14th, 2018 I began my second weeks of my Professional and Technical Writing Internship. Being that I have been working with my supervisor Professor Pa Her for almost a year now I didn't expect the internship to feel new to me.

What I mean by this is that I thought the internship process would be simple because I was already familiar with the tasks that needed to be completed so that I could fulfill my required hours. However, what I did not anticipate was the documentation (i.e. weekly status reports, evaluations, memorandum of agreement) that would need to be filled out during my time as an intern. This documentation became my first real challenge as an intern because I knew how difficult it would be for me to organize a time to meet with my mentor. My mentor wears many hats being a professor, a program coordinator for the NIH Bridges to Baccalaureate Program and now she just recently fell ill. However, we were able to come to a common decision where I would email her the forms she needed to complete and she would fill them out and send them back to me by the deadline of Monday, September 17th, 2018.

Now that the documentation issue is seemingly handled I have to get back to corresponding with the faculty as well as the scholars in the NIH Bridges Scholars Program. The first task that my supervisor assigned me was to email the faculty member affiliated with the scholar's program and find out their availability so I can organize monthly meetings. 90 percent of the professors that I emailed responded back to me within a few days, but I have one professor who hasn't responded even though I have sent out multiple emails. My biggest challenge this

week is figuring out how to complete the task my supervisor assigned to me without harassing professors/ faculty members via email so that I can do my job.