**WEEKLY WRITING JOURNAL: Week of May 13- May 15, 2019**

This is the final week of my internship. I’ve spent the week putting the finishing touches on the after-school handbook. I added two new sections to the after-school manual. These sections were about obesity and fire safety. Unlike the rest of the handbook, these sections were not meant to go into detail about these topics. These sections were intended to provide a brief description and inform parents where they can locate the correct people and document that could better inform them. The obesity section would give a short description but then refer the readers to the obesity pamphlet I created. The fire safety section would notify parents where they can find fire safety plans in their children’s school. I conducted the last edit that was intended to clarify specific terms and revise the entire document to make sure no punctuations were missed.

I also completed my obesity pamphlet. I was able to find non copyrighted images I could use and fit all my written content. Initially, I was meant to create a fire safety pamphlet as well, but after discussion with my supervisor, it was deemed as unnecessary.