**Activity Log and Reflective Journal Requirements**

Your log and journals are important references of the time you spend and the work you do on your project. It is very important that each week you document all the hours you’ve put in and everything you’ve done for your project. Your journals and logs should cross-reference each other. You briefly list the activity and amount of time in your log, but your journal should include a more in-depth description of your work process.

Once project proposals have been approved, you will meet with your Senior Project Coordinator for activity log/journal checkpoints to determine whether adequate progress has been made in your project.

**For the Journal**

* Description of your progress, accomplishments, successes, roadblocks
* Reflections on your experiences, thoughts on your personal growth, feelings about your successes and setbacks, what you learned, what you need to learn more about.
* A plan of what tasks you need to do next and a plan for getting them accomplished
* Explanation of obstacles you encountered and ways you overcame them
* Save all completed entries on the Share Drive in the Senior Projects folder inside your folder. Name the Word Document “Activity Log-Journal”.
* Print off your journal entries at the end of the project and place in the proper section of your portfolio.
* At the end of the project, you must have at least 20 journal entries in your portfolio.

**For the Activity Log**

* Clearly list the tasks you have accomplished, such as planning, designing, construction, interviewing, reading, researching, volunteering, etc.
* Include the date, an entry detailing the work you did, and the number of hours spent that day. Record time in no smaller than ¼ hour (15 minute) increments.
* Keep your log up to date and organized.
* Save all completed entries on the Share Drive in the Senior Projects folder inside your folder. Name the Word Document “Activity Log-Journal”.
* At the end of the project, print off your journal and activity log and place in the proper section of your portfolio.
* Goal: 15 hours minimum hands-on for the project, 15 hours minimum with your mentor (some of these hours may cross over), with a total minimum time of 40 hours on the project, including the above listed time and any additional time spent on research, writing the paper, preparing the presentation, and for meetings or discussions with your specialist mentor or faculty advisor. **Class time, driving time, and completing paperwork does not count towards your documented time.**
* Total the time in each column at the end of the week. Beginning with the 2nd journal entry, add the new time to the previous time and include the TOTAL TIME WORKED ON PROJECT.

***Sample Journal Entry and Activity Log***

**Steven Smith  
October 17, 2012  
Journal Entry #1**

The last week has been really frustrating. I planned to be finished with the rough draft of the composition by Friday, but I found that I couldn’t resolve the problems with the middle section without more help. I tried calling my faculty advisor, but she wasn’t available when I was working. When she later called me back, I realized what I was doing wrong. At this point, I am only 2/3 of the way through my rough draft, but I think I know what to do now, and it will be fairly easy to finish it in the next few days. I discovered that listening to some jazz while driving to and from school helps me get in the right frame of mind for working on it. Ellington was such a master at arranging music. Maybe I should check the library for some material on him to get some insight on how he solved composition and arranging problems. I was getting really frustrated with my work, but I think talking to my specialist mentor helped. I have to remember that my mentor and my advisor are not always available when I need help. The book Combo Jazz Instruction was great and gave me lots of ideas and answered my questions about the rhythm section. I just need to remember that Kennedy G started out this way; writing music for his high school jazz band. Even the amateur level that I’ll end up with will be a great learning experience. All along I thought I learned best through experience and without help, but I’m seeing that something as complex as composing and arranging is really a group effort, and I need to ask for help more often.

**Steven Smith  
October 20, 2012  
Journal Entry #2**

**Steven Smith  
October 29, 2012  
Journal Entry #3**

**Steven Smith  
November 3, 2012  
Journal Entry #4**

**Continue on in this manner, dating and number your journal entries.**

**Activity Log Sample – *just add this to the bottom of your journal and save the log and the journal together in one document.***

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Time** |
| 10/11/12 | Read the last 2 chapters of Combo Jazz Instruction, reworked the intro of my piece. | 2 hours |
| 10/12/12 | Really started writing the entire composition, trying to put the pieces together. | 2 hours |
| 10/13/12 | Read an article on jazz vocals and composed | 1 hr |
| 10/15/12 | Composed | 45 min |
| 10/16/12 | Talked to specialist mentor about problems with intro, played it for her over the phone, got suggestions, then rewrote, called her back and played it again to her. | 1 ½ hrs |
| 10/18/12 | Met with my specialist mentor and played what I have so far. Received her feedback and suggestions for improvement. | 1 hr |
|  |  |  |
|  | **Total time this week** | 8 ¼ hours |
|  | **Total time on project to date:** | 8 ¼ hours |

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Time** |
| 10/21/12 |  | 1 hour |
| 10/22/12 |  | 2 hours |
| 10/24/12 |  | 45 min |
|  |  |  |
|  | **Total time this week** | 3 ¾ hours |
|  | **Total time on project to date:** | 12 hours |

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Time** |
| 10/26/12 |  | 2 hours |
| 10/26/12 |  | 1 ½ hours |
| 10/28/12 |  | 45 min |
|  |  |  |
|  | **Total time this week** | 4 ¼ hours |
|  | **Total time on project to date:** | 16 ¼ hours |

*Continue on in this manner with your activity log. There might be weeks when you don’t work on your project at all, so don’t make a log for that week.*