

Guidelines for Writing Professional Logs

Professional Logs

To have their Co-op and PEP experience qualify for partial credit towards the professional designation, Information Systems Professional (I.S.P.), students graduating from IT programs such as Computer Science will need to have clear documentation available so that their work term experience may be evaluated. This work term experience must be presented in a brief but clear and complete way for consideration.

As an IT “professional in training”, each student must maintain a permanent personal ‘professional journal’ of their daily on-the-job activities during their work term experiences. Such a daily journal or diary would be much too detailed for I.S.P. purposes but it would be an ideal source from which the student can summarize their main activities for each month of the work term. The journal is a personal document and is not normally submitted for consideration except where circumstances require.

The condensed entries from the journal will then be presented in a “professional log” with specific entries which indicate the main IT professional activities for each month in that 4-month work term. Since the intention is that the log be concise and complete, a point-form presentation usually works best for each month’s entries.

Each term’s monthly log activities must be verified and initialed by the on-the-job IT supervisor and signed by them before the student leaves the work term. Each logged activity will be expressed in action-oriented terms (use verbs) which clearly indicate the area of involvement and the student’s active role. The student will type all of the needed information, including the Supervisor’s name and address information, on the log page before having the Supervisor verify/initial each month’s activities and sign at the bottom of the log; if two supervisors are involved in initialing and signing the log, then both of their names and job titles must appear at the bottom of the log form. If necessary, the form may be expanded to include an extra page but the table format should be preserved. The font may be shrunk, within reason, to allow the log to fit on one page. The student must attach this verified “Professional Log” as the Appendix to their work term report. There will be one log submitted for each 4-month work term; longer work terms will require a separate log for each 4-month portion of the work experience.

The professional log is placed as an Appendix to the work term report, which must be received in the Co-op Office within the first 10 days after Month 4 of the corresponding work term. A sample “Professional Log” for a 4-month work term is shown below.



Professional Log | Co-op and Professional Experience Programs

Student Name: _____

Month 1 / yr.	Record of work activities (min. 1 entry/ month)	Verification
	1.	
	2.	
	3.	
Month 2 / yr.	Supervisor's Initials:	
	1.	
	2.	
	3.	
Month 3 / yr.	Supervisor's Initials:	
	1.	
	2.	
	3.	
Month 4 / yr.	Supervisor's Initials:	
	1.	
	2.	
	3.	
	Supervisor's Initials:	
<div> <div> IT Professional Supervisor: Please verify that the work activities listed are complete and accurate before initialing beside the LAST line of each month's entries. Please sign your name in the box to the right. If another person has verified this Log, please include their name, title, and signature. </div> <div> Supervisor Name (printed): Signature: Job Title: Name of Organization: </div> </div>		