Internship Weekly Progress Report

First Name: _____ Last Name: _____

Faculty Supervisor _____ Site: _____

Report #: _____ Period Covered (Date): _____ to _____

Number of hours worked **this week** by intern: _____ **Cumulative** number of hours worked by intern to date: _____

Instructions:

- The weekly report is to be completed each week, and must be submitted via Blackboard on a designated day each week. Students are strongly encouraged, but not required, to discuss their reports with their site supervisor.
- The answer to each question must contain **at least** fifty (50) words, be typed in paragraph form, and **use complete sentences**. **Every question** must be answered in detail, and ***this is an academic report, and thus attention should be paid in order to avoid excessive grammatical and typographical errors***.

1. Describe your principle assignments and responsibilities for this report period.

2. What experiences were particularly rewarding during this report period?

3. What experiences were particularly difficult during this report period?

4. Describe other professional growth opportunities (e.g., conferences, field trips, directed readings, meetings, research...) that you were able to capitalize on last week and/or hope to have next week.

5. Describe principal tasks and duties to be performed and accomplishments during the upcoming week.

6. Other Comments.