

Intern Name: _____ Faculty Supervisor: _____

Site Name: _____ Site Supervisor Name: _____

Report #: _____ Period Covered (Dates): From _____ 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 Canvas **no later than 11:59 p.m. on the Monday following the week in review**. Students are strongly encouraged, but not required, to discuss their reports with their site supervisor.
- The answer to each question must contain **at least 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, networking, events, leadership opportunities...) 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. Remember if you have downtime, ***ask for work***. Stay busy – **be productive!**
6. (If Applicable) Other Comments, concerns, or issues to make your Faculty Supervisor aware of.