



Bi-Weekly Internship Report

It is the responsibility of each intern to turn in this completed report each Monday during the semester/term. Failure to complete bi-weekly internship reports correctly or deliver them on a consistent basis will negatively impact the student's final internship grade. Forms can also be delivered to the Internship advisor using the drop box function in Angel course management system.

Student Intern

Internship Site/Company

Hours worked this week

Dates of week covered (e.g. 10/1 – 10/7)

Running total of hours worked

Hours remaining (based on 120 total)

Briefly outline your activities since your last report. Evaluate how well you completed these tasks.

Describe any difficulties you are having with the duties, (If none, then just write none).

What was the highlight or major achievement of the week for you on this internship?

What are your next tasks for this internship?

Please feel free to make any other comments or observations.

Signed _____
(Student Intern)

Signed _____
(Professional Supervisor)