

INTERNSHIP WEEKLY PROGRESS REPORT

www.buffalostate.edu/communication

(716) 878-6008 – Bishop 210 – Buffalo State College (SUNY) – 1300 Elmwood Av – Buffalo NY 14222-1095

Student Intern

Hours worked this week

Report for week ending Fri/Sat

Hours worked this semester

Internship Organization

Hours remaining (based on 150 total)

Describe what you did this week on the internship.

Evaluate how well you completed these tasks. What challenges did you face? How did you handle them?

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

What do you need to do in order to improve your skills?

What are your next tasks for this internship?

Signed _____
(Student intern)

Signed _____
(Professional supervisor)

Students must submit a weekly progress report, due each Monday during the semester/term. Its timely submission will be calculated as part of the final grade.

- *Turn in a printed copy of this report with signatures*
- *Or submit unsigned via e-mail to your internship Academic Supervisor with an e-mail copy noted to your Professional Supervisor.*