

WEEKLY ACTIVITY REPORT

Intern's Name _____ Report No. _____ From _____ To _____
Date _____ Date _____

Agency/Business _____

Signature of Agency/Business Supervisor _____

Signature of Intern _____

Signature of University Supervisor _____ Date _____

TOTAL HOURS PER WEEK: _____

Distribution
of Hours:

Conference _____	Observation _____
Evaluation _____	Orientation _____
Leading _____	Participation _____
Lectures _____	Planning _____
Meetings _____	Supervision _____
Other _____	

NOTE:

Submit all information to your University Supervisor each week. Use this page as the first page of the Weekly Activity Report; attach weekly schedule; and include the following when appropriate:

1. A record of meetings, conferences and training sessions attended by the intern.
2. A record of activities, assignments and experiences encountered by the intern.
3. Narrative description of each featured activity.
4. Evaluations.
5. Changes you would initiate if possible.
6. Relate any problems you incurred during the week (be sure to state the date of the problem and your action, solution, etc., to it).
7. Relate satisfying experiences which have helped you during the week.
8. Attach copies of fliers, new items and other publications that you prepared or used in to your fieldwork experience.