

# Internship Bi-Weekly Progress Report



Aviation Programs | The Polytechnic School

This form is to be duplicated bi-weekly for duration of the internship activity. Submit one **copy** by fax, mail, or in-person to the Aviation Programs Office every other week during the internship. Each completed progress report must contain your signature and the signature of your industry supervisor.

Name \_\_\_\_\_ Student Affiliate ID# \_\_\_\_\_  
Progress Report Number \_\_\_\_\_ Date of Work Weeks \_\_\_\_\_ to \_\_\_\_\_

Name of Employer/Industry Organization \_\_\_\_\_

Describe the functions, tasks, responsibilities, of your work this past week which are relevant to your internship and your career objectives. **Be specific**, but brief using additional paper if more space is needed.

Time Log on Task	This Week	Cumulative
Observation Time	_____ hours	_____ hours
Responsible Work Assignments	_____ hours	_____ hours
Conferences/Mentor Discussions	_____ hours	_____ hours
Other Activities _____	_____ hours	_____ hours
<b>Total Internship Time</b>	<b>_____ hours</b>	<b>_____ hours</b>

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Industry Supervisor's Comments:

Industry Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_