

INTERNSHIP PROGRAM

PROGRESS REPORT GUIDELINES

Progress reporting assists students in evaluating their overall Internship experience as well as documenting work information that may be helpful for future interviews. It is your responsibility to submit your Progress Report to your Internship Faculty Advisor each month either by e-mail or fax if you are unable to bring it to the CE office.

Guidelines have been provided to assist you in completing your monthly progress report. Please include the items listed below and incorporate them in your progress report.

1. **Plans (Goals and Objectives):** List your specific goals and objectives (short-range and/or long-range). Indicate what steps you plan to take to accomplish these objectives. If there have not been any changes in your goals and objectives from the previous report period, please indicate.
2. **Projects:** Describe work projects that you have been assigned to, including deadlines. If there have not been any changes in your projects from the previous report period, please indicate.
3. **Time Management:** Describe how you use your time, prioritize projects, complete projects and routine duties, and organize your workload. Evaluate your effectiveness, and determine new and different means to manage your time, if necessary.
4. **Accomplishments:** Outline what you have accomplished during the last month and explain why you consider it an accomplishment.
5. **Contacts:** Identify personal contacts made (internal or external to the company) and state their working relationship and significance to you.
6. **Personal Reflection:** Include interesting things in your lifestyle, thinking or attitude that are different or changing as a result of your Internship experiences.
7. **Learning Experiences:** Detail skills developed, knowledge gained or lessons learned during the month.
8. **Office Dynamics** – If possible, observe office dynamics or supervisor/employee relationships. Comment on the work environment, co-worker interaction, and/or inter-office communication (both positive and negative). Identify and describe people in your working environment who have done something of significance for you, with you, or have made a positive contribution to the organization.

Report any concerns or problems you may have encountered to your Internship Faculty Advisor immediately. Your Internship Faculty Advisor is available to assist you with transition problems, work-related issues, technical support, and/or explore senior project opportunities. This open communication is designed to promote a positive Internship experience.

Note: Keep copies of the monthly Progress Reports and resubmit them with other course material at the end of the work assignment for grading purposes.



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PROGRESS REPORT

Complete this Progress Report and e-mail it to your Faculty Advisor on a monthly basis. It is important that you keep in touch with your Faculty Advisor during your work assignment. This open communication will promote a positive internship experience and enable your Faculty Advisor to respond to work-related problems or concerns.

STUDENT & EMPLOYER INFORMATION	
Student Name:	ID #:
Telephone Number:	E-mail Address:
Employer:	Division/Department:
Supervisor Name:	Title:
Telephone Number:	E-mail Address:

PROGRESS REPORT AREAS
Plans (Goals and Objectives):
Projects:
Time Management:
Accomplishments:
Contacts:
Personal:
Learning Experiences:
Office Dynamics:

<i>Faculty Advisor Follow-up & Assistance</i>
Assistance Requested: