

Weekly Report Guidelines

- Each day upon coming into internship (at 11:50 or 1:20), you will be logging onto the computer and typing in your weekly report logs. A quiet environment will allow you to create well written weekly reports! ☺ Points will be deducted from your Coordinators Grade to excessive talking during class time.
- The template provided should be used for each Weekly Report (Shares Drive)
- Add a footer to your Weekly Report template. The footer should include your name.
- All Weekly Reports should be saved in a Weekly Report folder. Each weekly report should be saved individually.
- Each Weekly Report should be saved with the beginning date for that particular week (Week of September 27)
- Weekly Report logs should be typed using Arial, 12 point font
- Weekly Report entries should be atleast 2 lines per hour. (example: if you intern 8 hours per week, you should have a minimum of 16 typed lines total, if you intern 14 hours per week, you should have a minimum of 28 typed lines)
- Try your best to have Weekly Reports fit on one page per week (rather an two)
- Weekly Reports must be printed and turned in on **Mondays** (for the previous week) Failure to turn it in on time will result in point deductions. (the deductions carry over and it's minus 10 points per day that the weekly report is late)
- **PROOFREADING** is a must. You will receive a ten point deduction for ***each*** major error. (the deductions carry over)
- Weekly Reports should include a detailed description of what you did the previous day at internship. Write in the present tense. For example....even though it is Tuesday and you are writing about Monday, you should say "Today I arrived at my internship site and had several tasks to complete. First I....."
- You must write as if the reader does not know anything about your internship site and the career you are interested in. You should define key terms and **explain** in detail what you are doing at your site and WHY. It should be that someone can pick up your portfolio five years from now and follow exactly what you did at your internship site and understand it even if they know nothing about the profession you are learning about.
- A large part of your grade comes from your weekly reports. It is extremely important that you spend time each day documenting exactly what you do at your internship site. You may want to take brief notes before leaving your site each day so that you can remember everything you did when writing in your weekly report log.
- Weekly reports will be returned on Tuesdays and students will be required to make correctly and turn in the final SIGNED copy by FRIDAY of the same week. No exceptions. If you only go a couple days a week, you may have to make an additional trip to internship for signatures.
- REMEMBER: Weekly reports are always due on Monday. Final signed weekly reports are due back by Friday. This is extremely important!