

Course 3983 - Business Internship

Weekly Progress Report

# For the week ended Friday,

# Name of Intern:

Name of Host business

Number of hours worked:

In which department(s) did you work?

Who was your supervisor?

Briefly describe the nature of your work and responsibilities during the past week.

Are these activities preparing you for your career? Please explain.

What new knowledge or skill did you acquire on the job? Please explain.

What difficulty occurred or what mistakes did you make on the job?

What steps did you take to correct it?