

Appendix B

Bi-weekly reports

Instructions: Write a report every two weeks answering the questions below. Post your report every two weeks on Blackboard. When you give your presentation at the conclusion of your internship, you should each report in your portfolio. Your bi-weekly reports will be considered in assigning your final grade.

1. Describe the job-related activities that were completed during the past two-week period.
2. Describe any new activities that you were responsible for during the past two weeks.
3. Discuss any difficulties/issues/problems during the last two weeks.
4. My job-related goals for the next two weeks are the following: