

## ***MONTHLY INTERNSHIP REPORT***

Intern: \_\_\_\_\_ Report Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Internship Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_

Describe your responsibilities or duties on the job this month. Identify how successful you feel you were in performing these duties. Finally, identify how you will work toward improving your level of performance for that specific job activity:

	<b>Responsibility and/or job duties</b>	<b>Amount of time spent on each job responsibility or duty (percentage)</b>	<b>Level of job performance (good, fair, needs improvement)</b>	<b>How I will improve my level of performance</b>
1				
2				
3				
4				
5				
6				

# ***MONTHLY INTERNSHIP REPORT***

## ***Page 2***

Skills I learned in classes that will be most valuable on the job include:

The most difficult situation I encountered this month happened when:

The things/topics I need to learn more about in the classroom to become more effective on the job are:

My internship coordinator can help me by: