

Transportation and Logistics Management  
Internship Weekly Report: Use the DBE  
Weekly activity guide for entry examples.



## Memo

**To:** [Dr. Richard D. Stewart](#)  
**From:**  
**Date:**  
**Re:** Internship Daily Log – To be submitted weekly

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**1) Date ( / / ) Hours worked: \_\_\_\_\_**

Duties:

Accomplishments:

New skills learned:

Other items of interest:

**2) Date ( / / ) Hours worked: \_\_\_\_\_**

Duties:

Accomplishments:

New skills learned:

Other items of interest:

**3) Date ( / / ) Hours worked: \_\_\_\_\_**

Duties:

Accomplishments:

New skills learned:

Other items of interest:

**4) Date ( / / ) Hours worked: \_\_\_\_\_**

Duties:

Accomplishments:

New skills learned:

Other items of interest:

**5) Date ( / / ) Hours worked: \_\_\_\_\_**

Duties:

Accomplishments:

New skills learned:

Other items of interest:

Notes about equipment, software or management skills you learned this week:

Rate your work experience in terms of skills/knowledge learned

Excellent    Good    Average    Poor

Rate your work experience in terms of social/political knowledge learned

Excellent    Good    Average    Poor

Additional Comments: