Internship Log Book Requirements

a. **Daily log book of hours and activities on a weekly basis.**

b. **Weekly Activity Report. Submit the 4 previous weeks on the 1st of each month.**

This report is to be completed on separated pages and attached to the daily log at the end of each week. You may simply send photocopies of your daily diary, but use the format of the items on this report as a guide.

Intern: _____ For week ending: _____

1. List each of your assignments during the week and indicate the time spent on each.

2. Describe new knowledge, skills, or accomplishments acquired during the week.

3. Explain any classroom learning that you applied to your work assignments.

4. What difficulty occurred or what problem(s) did you encounter on the job? What did you do to correct it/them?

5. In what areas could you use help in performing your job better?

6. What interesting or challenging relationship did you have during the reporting period with a co-worker, a client, or your supervisor? Describe.

7. List any management or labor-related information gained during the reporting period, which was new to you.

8. List any new equipment, software, etc., used during the reporting period.

9. Rate your work experience during the reporting period in terms of skills/knowledge learned.

☐ Excellent ☐ Good ☐ Average ☐ Poor

10. Rate your work experience during the reporting period in terms of social/political knowledge gained.

☐ Excellent ☐ Good ☐ Average ☐ Poor

11. Other comments and/or information, which should be included in your final report.

The information requested by the University of Wisconsin-Superior will not be used for purposes other than it is collected. (WI Act 39)