

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

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: