SAMPLE WEEKLY REPORT

Each week you will be expected to send a professional email to your Site Supervisor and Next Move Coach giving an overview of your work for the week, projects accomplished, goals for the upcoming week, and total hours worked. This email needs to be sent each Friday by 10:00pm.

From: benbaker@yahoo.com

To: jenboutell@gmail.com

Cc: bskobel@tacoma.k12.wa.us

Subject: Intern Weekly Report #1

Hello Jen,

This week on Monday at the Children's Museum, I spent 3 hours assisting Chad with filing and data entry. From this experience I made progress towards my situational awareness goal of keeping track of paperwork so that it can easily be located. I achieved this by alphabetizing the files and making neat stacks of the documents that I needed to use to enter data into the spreadsheet.

On Wednesday, I spent 3 hours in the museum serving as a tour guide for the children. I was practicing my professional-self goal of talking to children in a way that they understand and is not confusing. I achieved this by getting down to their height level when talking to them, and by using smaller words that they should know.

I learned a lot about being professional and observing my surroundings this week in an office setting and in a chaotic environment.

I cannot wait to intern again next week!

Benjamin Baker