

## APPENDIX F

### INTERNSHIP ACTIVITY REPORT INFORMATION

The internship activity report is an important aspect of the Internship because it serves a number of vital functions for the student, the agency supervisor and the faculty supervisor. The bi-weekly report:

1. Provides early and consistent feedback to the faculty supervisor regarding important aspects of the student's field experience.
2. Ensures a systematic method of communication between the agency supervisor and the student.
3. Offers an opportunity for either the student or the agency supervisor to put comments in writing to the faculty supervisor.

#### **Internship Activity Report**

The internship activity report include the student's full name, the number of the report, the dates covered by the report, the complete name of the agency, the number of internship hours covered by the report, the total number of Internship hours to date (40 hours = 1 completed week), signature spaces for the student and agency supervisor, a space for comments by the agency supervisor, a signature space for the faculty supervisor.

The activity report requires the student to keep a detailed record of his/her daily experiences during the Internship. This written record should give the faculty supervisor an understanding of the student's many duties and responsibilities. The report may also provide the student with a framework for discussing the previous week's activities with his/her agency supervisor.

In general, the student should summarize activities in time blocks of 1 hour or greater. Entries in the report must include the specific activity and time spent to allow the faculty supervisor to understand the breadth and depth of each day's experiences. At the conclusion of each day's entry, the student should report the total number of Internship hours for that day (excluding routine meals and breaks).

Tips for doing a good daily log include

1. Making sure the experience described can be understood by someone unfamiliar with your situation
2. Accounting for all days of the week (indicate days off, sick or personal leave days, etc).

**[Download the Internship Activity Report \[oo. Internship Activity Report.doc\]](#)**