

AGRICULTURAL EDUCATION & COMMUNICATION INTERNSHIP REPORT

Report No. _____

Reporting Period: From: _____ To: _____ # of Hours Worked: _____

provide dates

Complete this form promptly at the end of each week. Usually students are completing **30-40 hours** of internship experience weekly. When working part-time (less than 30 hours per week), a report is expected every two weeks. Supervisors are expected to provide comments on these reports. In this way, students should be getting feedback at a minimum of every two weeks. Be sure the report has been read and signed by you and your immediate supervisor. Attach work samples as appropriate. **Submit to PolyLearn.**

Your Name _____ Employer (firm's name) _____

Summarize as completely as possible your activities since your last report.

Describe those aspects of your performance that went well for you and explain why or how.

Describe those aspects of your performance that could be improved and explain why or how.

How could the Agricultural Education and Communication Department have better prepared you for the problems you've encountered "on-the-job"?

Comments by the intern's supervisor (Use another sheet, if necessary):

We certify that this report represents hours of "on the job" internship experience:

Intern _____
signature

Immediate Supervisor _____
signature

Date _____

Date _____