**FORM C**

**RPTA 465 – FINAL BI-WEEKLY SUMMARY REPORT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s Name: |  | | | |  | |  | | |
| Weeks Covered in Report (Dates): | | |  | | | Through: | |  | |
| Total Hours for Weeks Reporting: | | |  | | | Total Hours to Date: | | |  |
| Organization Supervisor | |  | | |  | |  | | |
|  | | Signature | | | | | | | |
| Organization Supervisor Comments: | | | |  |  | |  | | |

**I. STUDENT’S ASSESSMENT** (Minimum one page long, to be included with each biweekly summary report)

This assessment should consist of a critical analysis and interpretation of each week’s events, not just a list of accomplished tasks.

1. Activities: Describe your experiences during these two weeks as they relate to each of the goals and/or tasks listed in the Organization Information and Approval Form.

2. Problems: Identify any problem(s), both major or minor, you have had during this reporting period with some analysis on how you did or how you plan to solve them.

3. Insights Gained: What have you learned from your experiences during this reporting period? What specific experience do you think made you stretch and grow as a professional?

**II. FINAL BIWEEKLY REPORT ORGANIZATION: ASSESSMENT OF THE INTERNSHIP EXPERIENCE**

Assess the overall internship experience by answering the following questions. Include Form F with the final bi-weekly report.

**Internship Evaluation and Assessment**

1. Evaluation of Organization Internship Program

Strong points

Weak points

Suggestions for improvement

2. Evaluation of Cal Poly Internship Program’s Policy and Procedures

Strong points

Weak points

Suggestion for improvement

3. Organization Evaluation of Student (Form E)

4. Evaluation of Self

a. What goals were met during the internship experience?

b. What goals were not met and why?

c. What were some of the strengths developed during the internship experience?

d. What skills do you still need to improve and ways improvements can be made?

e. What academic courses were helpful in preparing you for this internship?

f. What academic courses would have been helpful in preparing you for this internship?

5. Include Form F with final report.

6. Include Student Assessment Survey (see next page)

**Student Assessment Survey**

\*\*Submit with your Final Biweekly Report\*\*

RPTA Faculty May Ask You To Complete this On SurveyMonkey

Professional skills include the ability to communicate effectively, work well in groups, and solve problems creatively. Consider the following list of professional skills and reflect on your own abilities. Then, rate your ability to perform the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***I am able to…*** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** | **Not Applicable** |
| …verbally communicate and explain ideas. |  |  |  |  |  |
| …write effectively and explain ideas. |  |  |  |  |  |
| …think critically and creatively. |  |  |  |  |  |
| …make decisions based on accepted professional practices. |  |  |  |  |  |
| …work independently in a productive manner. |  |  |  |  |  |
| …work collaboratively in groups. |  |  |  |  |  |
| …engage in lifelong learning. |  |  |  |  |  |
| …plan and implement programs, services, & experiences. |  |  |  |  |  |
| …interpret data and evaluate programs, services, & experiences. |  |  |  |  |  |
| …effectively supervise program staff. |  |  |  |  |  |
| …coordinate operations & management of employees and participants in programs, events, & services-based experiences. |  |  |  |  |  |
| …apply marketing and experiential marketing concepts & processes. |  |  |  |  |  |
| …interpret budgets and analyze basic financial documents. |  |  |  |  |  |
| …facilitate/supervise experiences for diverse populations. |  |  |  |  |  |
| …understand issues and practices relating to sustainability. |  |  |  |  |  |