# Wayne State University Weekly Internship Responsibility Report

# Fall 2018

**IMPORTANT: Fill out your name, employer, and the information about your supervisor (below).**

Number each weekly report and submit them by email.

You should keep a copy of everything you submit for your own records.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Hours Worked During the Reporting Period:

Specific Comments About the Work You Performed:

How Close Did You Come to Meeting Your Objectives?

Names and Titles of New Professional Contacts Made Last Week:

Major objectives for the week ahead and what should you work hardest to improve?

(Please Print:)

Name of Supervisor

Organization

Phone Number

E-Mail Address