

E-mail to [mbenitez@kent.edu](mailto:mbenitez@kent.edu)

|  |  |
|--|--|
| Student name:                                  |  |
| Date:  |  |
| Internship site:                               |  |
| Total hours this period:                       |  |
| Total hours for internship<br>(add all weeks): |  |

**Daily hours of work**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|        |        |         |           |          |        |          |

***What responsibilities were assigned to you this week?(Mark with and asterisk\* those that were new)***

***In what ways did you challenge yourself to go beyond your assigned position responsibilities?***

***What instruction / training did you receive?***

***Identify a responsibility or situation you handled with confidence.***

***Identify a responsibility or situation with which you were uncomfortable.***

***What is most important thing you learned this week?***

***Cite any interesting situation you observed in your place of business this week***

***Rate your present level of satisfaction with your internship experience.***

|                   |           |                       |                         |             |                     |
|-------------------|-----------|-----------------------|-------------------------|-------------|---------------------|
| Very<br>satisfied | Satisfied | Somewhat<br>satisfied | Somewhat<br>unsatisfied | Unsatisfied | Very<br>unsatisfied |
|-------------------|-----------|-----------------------|-------------------------|-------------|---------------------|

**Additional comments:**

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