

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

Student name:	
Date:	
Internship site:	
Total hours this period:	
Total hours for internship (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 satisfied	Satisfied	Somewhat satisfied	Somewhat unsatisfied	Unsatisfied	Very unsatisfied
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**Additional comments:**

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