

KINGDOM OF SAUDI ARABIA

Ministry of Higher Education

JAZAN UNIVERSITY

Faculty of Comp. Sc. & Info. Sys.

Cooperative Training Committee



المملكة العربية السعودية

وزارة التعليم العالي

جامعة جازان

كلية الحاسب الآلي ونظم المعلومات

لجنة التدريب التعاوني

Bi-Weekly Progress Report

Name of Student: _____ **ID:** _____

Name of Employer: _____

Name of Faculty Advisor: _____

Academic Department: _____

Report #: _____

Period Covered: From ____ / ____ /20____ **to** ____ / ____ /20____

Instructions:

The bi-weekly report is to be completed by the student every two weeks, discussed with the Site Supervisor. It is designed to help student document his work and to help him when writing his final report.

Each of the following five items must be at least thirty words in length and typed or written in paragraph form.

1. List and describe your principal assignments and responsibilities during the last two weeks.

2. What experiences were particularly rewarding during this report period?

3. What experiences were particularly disappointing or frustrating?
4. List and describe your pending tasks from the past weeks (if any) along with their reason.
5. Tell us about your Task Plan for the next two weeks. Also tell us what activities you will carry out to accomplish its objectives. (Ask your site supervisor if necessary).

SIGNATURES

<i>Name</i>	<i>Designation</i>	<i>Signature</i>	<i>Date</i>
	Student		____ / ____ / 20____
	Site Supervisor		____ / ____ / 20____

----- Please don't write anything below. To be filled up by the faculty advisor -----

Faculty Advisor Comments