CLE Internship Program Student's Interim Report

Student Name:	Date:
Supervisor Name:	Organization Name:
Supervisor Title:	Supervisor Dept:
Supervisor Phone:	Supervisor Email:

Students must type their answers to the following questions in a Q&A ("question and answer") format and email this report to Leslie Kendrick (<u>Kendrick@jhu.edu</u>) in Word format in order to receive credit for the internship experience. There is no character limit to the form fields below, so please write as much as needed to answer the questions.

 a) Describe 1-2 projects you have worked on/assisted with during the first half of the semester. Make sure to explain the significance of these projects to the company. b)What did you learn about the industry, the markets served, etc. while doing these projects? c) Which, if any, course concepts did you use during the completion of these projects?

2. Describe the company's culture (i.e., is it a formal atmosphere where bosses are formal and authoritative, or a more congenial atmosphere where colleagues discuss issues casually)?

3. Estimate the percentage of your work to date that has been "project-oriented" versus "administrative." Explain.

4. To date, has your supervisor given you sufficient direction and background to accomplish your assignments? Explain.

5. Approximately how many hours have you worked to date? Remember that a minimum of 40 hours are required to earn one credit and additional hours can <u>NOT</u> be completed after the semester ends. In addition, students who do not complete the number of hours agreed upon in the Statement of Understanding form will <u>NOT</u> earn <u>ANY</u> credit for their internship.