

# Internship Bi-Weekly Progress Report



## Aviation Programs | The Polytechnic School

This form is to be duplicated bi-weekly for duration of the internship activity. Submit one **copy** by fax, mail, or in-person to the faculty sponsor or Aviation Program office every other week during the internship. Please retain the original reports for your internship notebook. Each completed progress report must contain your signature and the signature of your industry supervisor.

Name \_\_\_\_\_ Student Affiliate ID# \_\_\_\_\_  
Progress Report Number \_\_\_\_\_ Date of Work Weeks \_\_\_\_\_ to \_\_\_\_\_

Name of Employer/Industry Organization \_\_\_\_\_

Describe the functions, tasks, responsibilities, of your work this past week which are relevant to your internship and your career objectives. **Be specific**, but brief using additional paper if more space is needed.

| Time Log on Task               | This Week          | Cumulative         |
|--------------------------------|--------------------|--------------------|
| Observation Time               | _____ hours        | _____ hours        |
| Responsible Work Assignments   | _____ hours        | _____ hours        |
| Conferences/Mentor Discussions | _____ hours        | _____ hours        |
| Other Activities _____         | _____ hours        | _____ hours        |
| <b>Total Internship Time</b>   | <b>_____ hours</b> | <b>_____ hours</b> |

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Industry Supervisor's Comments:

Industry Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_