



## MSIM Mid-Internship Report

The purpose of this Mid-Internship Report is to ensure that students receive formal feedback regarding their work half-way through the internship on a quarterly basis, and to allow the IMT 590 Faculty Coordinator to monitor student progress. It is also an opportunity for both student and internship supervisor to assess progress toward fulfilling the learning objectives outlined in the *MSIM Internship Learning Objectives Agreement*, and to make revisions if necessary.

**The student and internship supervisor should meet to compose this report. The student should then forward the completed report to the IMT 590 Faculty Coordinator (via email) no later than the final instruction date of the quarter.**

**Please send this document as an email attachment to the MSIM Internship Faculty Coordinator (Mike Crandall) at [mikecran@u.washington.edu](mailto:mikecran@u.washington.edu) .**

**The student should write the following in the body of the email message:**

"The Mid-Internship Report has been written in collaboration by (*supervisor's name and title*) and (*student name*)."

Student Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Telephone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Host Site Institution: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

*Digital Signature Instructions*>



**Please complete on the following page and include another sheet if necessary.**



Mid-Internship Feedback from Supervisor for:

Student Name \_\_\_\_\_

Date \_\_\_\_\_

1. At this time, do you and the student feel the internship is on target and that the learning objectives of the project will be met according to the original (or revised) schedule? If not, what steps would you suggest be taken?

2. Are you and the student satisfied with the level of supervision and/or the amount of time that you are devoting to the internship, or do either you or the student feel there should be some adjustment?

3. Please comment on any area of the student's skills or work habits that you feel are particularly good.

4. Please comment on any area of the student's skills or work habits that you feel have room for improvement.

**Information School**  
**Office of Student and Academic Services**  
**Box 352840, University of Washington, Seattle, WA 98195-2840**  
**Tel: (206) 543-1794 Fax: (206) 616-3152**