

# INTERNSHIP WEEKLY REPORT

The purpose of the Weekly Internship Report is for to help you, our intern, to consolidate your learning and reflect on your overall experience at The Artian. Please Summarize your thoughts regarding your internship this week. Include duties you have performed, facts, and procedures you have learned, skills you have mastered, and observations you have made.

Week of Internship (check one) 1\_\_2\_\_3\_\_4\_\_5\_\_6\_\_7\_\_8\_\_9\_\_10\_\_

Week Dates:

## ACTIVITIES:

Describe the tasks you have been working on this week and your experiences during this past week especially as they relate to each of the identified internship goals

---

## PROBLEMS:

Identify any problem(s), both major and minor, you have had during this reporting period with some analysis on how you solved them or how you plan to solve them.

---

## INSIGHTS GAINED:

What have you learned from your experiences during this reporting period? What specific experience do you think made you stretch and grow as a professional?

---

## SKILLS DEVELOPED: (Technical Skills, General Knowledge and Professional Skills Developed)

Describe how you feel your various job tasks contributed to your skills or knowledge base. These may be specific tasks you accomplished or may be of more general nature.

---

For example

I learned the configuration of the network system by...

I gained information on the \_\_\_\_\_ software and found out how to compare

I gained practice in analyzing and problem solving through the process of/when I

## LEADERSHIP OPPORTUNITIES:

Discuss specific instances when you were in leadership positions. What went well? What didn't go so well? What could you have done differently? Why do you believe this?

---

## Values

Through our various experiences we learn more about ourselves, particularly our attitudes and values. Describe your top 5 work values (see list below for examples).

What did you enjoy the most and what did you like the least? What did you find most rewarding and most challenging? What motivates you to excel at your job? What did you like best/least about the company culture?

---

## Examples of Work Habits/Attributes and Traits that Employers Value

- Acceptance
- Action
- Advancement
- Authenticity
- Authority
- Autonomy
- Cautious
- Challenge
- Change
- Competition
- Complexity
- Contribution
- Cooperation
- Creativity
- Crisis Intervention
- Decision making
- Effectiveness/Efficiency
- Financial gain
- Flexibility
- Freedom
- Friendship
- Harmony
- Humor
- Industrious
- Influencing Others
- Intelligence/Knowledge
- Interaction
- Leading
- Learning
- Mastery
- Physical activity
- Predictability
- Responsibility
- Risk
- Security
- Self-expression
- Service
- Sociability
- Solitude
- Structure
- Supervision
- Surroundings
- Time freedom
- Variety