

# INTERNSHIP WEEKLY PROGRESS REPORT



UNIVERSITY OF WISCONSIN  
**PLATTEVILLE**  
COMPUTER SCIENCE AND  
SOFTWARE ENGINEERING

**DIRECTIONS:** Make as many copies of this form as needed. Send, scan or **fax one** copy to the Internship Coordinator at the end of each work week. Sign Section 4 and have your supervisor sign Section 5.

1. **Report #** \_\_\_\_\_ **Intern Name (print)** \_\_\_\_\_

**Name of Employing Business or Organization:** \_\_\_\_\_

**Name of Employing Dept:** \_\_\_\_\_ **Week Work Period** \_\_\_\_\_ to \_\_\_\_\_  
Date Date

2. **Describe the functions, tasks, responsibilities, etc.** of your work this past week that are relevant both to your internship program and your career objectives. Be specific, but brief. Use the other side if more space is needed. (Please type or print legibly.)

### 3. Time Log

	Hours This Week	Total Hrs. this Internship
Observation		
Responsible Work Assignments		
Conferences (Identify with whom)		
Other Activities: A. B.		
<b>TOTAL</b>		

4. **Intern's Signature** \_\_\_\_\_

5. **Supervisor's Comments:**

**Supervisor's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Mail to:** Internship Coordinator  
Computer Science & Software Engineering Dept  
University of Wisconsin-Platteville  
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Platteville, WI 53818

or **FAX** to: **608.342.1965**

or **scan & E-mail** to [stutenbm@uwplatt.edu](mailto:stutenbm@uwplatt.edu)