



Appendix E

MUSKEGON COMMUNITY COLLEGE
Intern's Weekly Work Experience Report

Student Intern: _____ Date: ___/___/___
 Job Title: _____ Company: _____
 Worksite Supervisor: _____ Phone: _____
 Degree Program: _____ Major: _____
 Report No. _____ From _____ to _____

Briefly describe task/operations performed each day during the week.

DAY	BRIEF DESCRIPTION TASK/OPERATIONS	PREP HRS	HOURS WORKED
Sun	_____ _____	_____	_____
Mon	_____ _____	_____	_____
Tues	_____ _____	_____	_____
Wed	_____ _____	_____	_____
Thurs	_____ _____	_____	_____
Fri	_____ _____	_____	_____
Sat	_____ _____	_____	_____
Total Hours For Week		_____	_____

1. Brief description of unusual (good or bad) experiences you had this week.
2. List educational strategies you used this week.
3. What NEW knowledge, technical or related information did you gain from this week's work?

4. What new skills did you develop this week?

5. What human relations situations did you observe or were involved in which were significant to you as an employee?

6. List any meetings, seminars, conferences or training sessions you attended this week.

7. List any task you were asked to complete that you have not been trained for.

This report reflects my work experience for this week.

Student (Employee)		/		/		Date
Worksite Supervisor (Employer)		/		/		Date

NOTE: The “Intern’s Weekly Work Experience Report” must be completed each week and returned to the Internship Office.

Return to: Internship Coordinator
 Career Services
 Muskegon Community College
 221 South Quarterline Road
 Muskegon, MI 49442

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 Email: Nancy.Maycroft@muskegoncc.edu

Copy: Faculty Intern Coordinator