

**BUSINESS INTERNSHIP MID-TERM PROGRESS REPORT**

Name: \_\_\_\_\_ Date \_\_\_\_\_ Student ID # \_\_\_\_\_

UW email \_\_\_\_\_ Phone Number \_\_\_\_\_

Internship company: \_\_\_\_\_

Internship department and / or division: \_\_\_\_\_

Your field supervisor or manager's complete name, title, mailing address & phone number:

\_\_\_\_\_  
\_\_\_\_\_

At your internship : Your phone number: \_\_\_\_\_ email \_\_\_\_\_

Your company's internet world wide web address:

\_\_\_\_\_

Give a brief description of your current responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give a brief description of what you believe your responsibilities will be for the rest of the current internship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who provides feedback on your daily work? \_\_\_\_\_

At what intervals? \_\_\_\_\_

Briefly discuss outstanding or unusual events (if any) that have occurred while on internship.

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Briefly discuss negative situations (if any) that have occurred while on internship, what precipitated them, and how you handled them.

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Have you been absent from work? \_\_\_\_ How many days? \_\_\_\_ For what reasons? \_\_\_\_\_

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How would you rate your current internship experience so far? Circle one:

Excellent

Very Good

Good

Poor

Unsatisfactory

*Please feel free to expand on your comments using additional paper.*

**Please return this form to your faculty sponsor:** Business Administration Program  
Attn: faculty sponsor's name  
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18115 Campus Way NE  
Bothell, WA 98011-8246

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