

Weekly Check-in Template

Briefly describe some of the project(s) and duties you worked on this week.

What did you learn or observe during your time here this week?

Describe one job, person, or department at your workplace that you would like to know more about. Why?

Discuss the academic knowledge that you are receiving in school and how it is useful to you in your internship experience.

What were the peak experiences of the week—your sources of satisfaction and achievement?

What kind of obstacles made it difficult to perform your job effectively this week? What changes would you make to overcome these obstacles?

What was expected of you this week in your internship? Write down clearly the goals you set for yourself and how you measured against them.

