Internship Progress Update Instructions

In order to document the hours worked as well as your progress with your internship, you will complete an Internship Progress Update every two weeks through Moodle during your experience. You are no longer required to complete and submit journals during your internship experience. However, you are encouraged to keep a basic log of your activities to assist you when writing your final reflection paper. The sample Internship Log Template can be found on the following page.

Internship Progress Update Moodle Template:

Name of Internship Site:

Dates Worked (use format month/date/year to month/date/year):

Total Hours Worked for those dates:

Do your work assignments match your job description and learning goals?
  - [ ] Yes
  - [ ] No

In your opinion, has your supervisor provided the guidance, mentorship, instruction and feedback needed to successfully complete your internship assignments?
  - [ ] Yes
  - [ ] No

Overall, is your internship experience meeting your expectations?
  - [ ] Yes
  - [ ] No

If you answered “No,” or have any additional comments/concerns, please explain below:

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Progress Log Template

You may want to keep a brief log during your internship experience to assist you in writing your final reflection paper. Remembering what you did, the training or orientation process or the projects that you developed in the early stages of your internship may be difficult. Please use the following template to outline your bi-weekly experiences. You may want to note the following:

- what you’re learning and experiencing (observations, accomplishments)
- how it relates to what you’ve learned in the classroom at NDC
- how it relates to your learning goals
- other areas you might like to investigate further
- any challenges faced or mistakes made and how you corrected them
- personal thoughts and conclusions about your experience

**Weeks 1-2:**

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**Weeks 3-4:**

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**Weeks 5-6:**

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**Weeks 7-8:**

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**Weeks 9-10:**

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**Weeks 11-12:**

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