**Prior to the start of your field study or internship**

**REVIEW THE FOLLOWING REQUIREMENTS:**

**PROGERSS REPORT 1:**

* In addition to your progress report requirements (see sample report format) include the following **learning objective:**
	+ In consultation with your site/agency supervisor, create at least 5 goals for your internship. These should be SMART goals (specific, measurable, attainable, relevant, and time-bound). Describe how you plan to meet these goals.

**PROGRESS REPORT 2:**

* In addition to your progress report requirements include the following **learning objective:**
	+ Describe risk management within the agency, and the agency’s safety policies and practices.

**PROGRESS REPORT 3:**

* In addition to your progress report requirements include the following **learning objective:**
	+ Describe policies and practices within your facility related to accommodating clients and employees with disabilities. Discuss what it’s like to work with people with disabilities with your supervisor and reflect on their answers in your journal entry.

**PROGRESS REPORT 4:**

* Also, describe the demographics of the participants in your agency. Do you serve a diverse population? How? Age? Gender? Race/Ethnicity? Sexual orientation? Some other dimension of diversity? Based on what you have learned in your courses, describe at least three different best practices for working with a diverse population. (For example, you might discuss staff training, marketing, pricing, tailoring programming to accommodate a diverse population, etc.)

**PROGRESS REPORT 5:**

* In addition to your progress report requirements include the following **learning objective:**
	+ Describe the program planning process in your agency. Choose an important program or event that you have heard about. Answer these questions.
* Describe the program or event that you will be discussing.
* How does this program relate to the organization’s mission?
* Who is responsible for planning?
* Is there a separate budget for the program? Who is responsible for the budget?
* How is the program marketed? What is the demographic most being targeted?
* How many people participate?
* Describe any special equipment or facilities that are necessary.
* How is the program evaluated and/or how are participants’ needs assessed before, during, or after the program?
* Based on what you have learned, what could be improved? Why?

**PROGRESS REPORT 6:**

* In addition to your progress report requirements include the following **learning objective:**
	+ In consultation with your site/agency supervisor, review your mid-term evaluation. What things are you doing well? What areas do you need to work on?

**PROGRESS REPORT 7:**

* In addition to your progress report requirements include the following **learning objective:**
	+ Goal check, what is the status of your Goal 1-5 you set at the beginning of the internship/field study? What do you need to do to achieve these goals?

**INCLUDE THE FOLLOWING IN YOUR FINAL REPORT:**

* Description of the agency, (Provide an organizational chart if possible) with particular emphasis on the specific unit, department or program to which you were assigned or which occupied most of your hours on site.
* Describe risk management within the agency, and the agency’s safety policies and practices. Describe what you have personally done to assist with risk management for your agency.
* Describe policies and practices within your facility related to accommodating clients and employees with disabilities. Discuss what it’s like to work with people with disabilities with your supervisor and reflect on their answers in your journal entry.
* Also, describe the demographics of the participants in your agency. Do you serve a diverse population? How? Age? Gender? Race/Ethnicity? Sexual orientation? Some other dimension of diversity? Based on what you have learned in your courses, describe at least three different best practices for working with a diverse population. (For example, you might discuss staff training, marketing, pricing, tailoring programming to accommodate a diverse population, etc.)
* Also, describe the program planning process in your agency. Choose an important program or event that you have heard about. Answer these questions.
* Describe the program or event that you will be discussing.
* How does this program relate to the organization’s mission?
* Who is responsible for planning?
* Is there a separate budget for the program? Who is responsible for the budget?
* How is the program marketed? What is the demographic most being targeted?
* How many people participate?
* Describe any special equipment or facilities that are necessary.
* How is the program evaluated and/or how are participants’ needs assessed either before, during or after the program?
* Based on what you have learned, what could be improved? Why?
* Also discuss what problems you have solved during your internship. How did your problem-solving while on the job help the agency or your participants?
* Describe how you met (or failed to meet) your internship goals. Give specific examples to illustrate your points.
* In consultation with your site/agency supervisor, review your final evaluation. What things are you doing well? What areas do you need to work on?
* What are the most important lessons, skills and/or knowledge you have gained from this internship experience?
* What are your next plans? What jobs have you applied for? How did you choose where to apply? If you’re planning to continue with your schooling instead, what schools have you applied to? What has resulted from your applications?

**Weekly Report Format:**

**WEEKLY REPORT #**

LSTS 4901/2/3/4 Weekly Report

Intern Student Name

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Phone:

Date(s) Worked

Times Worked

Total Hours This Week Cumulative Hours

Your summarization should include statements about (1) the nature of the week’s work; (2) what problems you encountered and how they were taken care of; (3) how your agency supervisor assisted you; (4) what you learned from the experience; (5) any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations. ***PLEASE USE THESE HEADERS IN YOUR REPORTS!***

* **Nature of the week’s work**
* **Learning Objective – (see weekly learning objective in manual)**
	+ For example in the manual, Report 1 learning objective is: Describe risk management within the agency, and the agency’s safety policies and practices.
* **What problems I encountered and how they were taken care of**
* **How my agency supervisor assisted me this week**
* **What I learned from my experiences this week**
* **Any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations**