The following Weekly Activity Report is meant to be an example only. Please use your own descriptions of your activities to create a narrative of your weekly experiences. The format can be as simple as the example below (with each bullet point expanded upon, of course) or you can choose to provide more detail in paragraph form.

The purpose of the weekly activity report is two-fold:
1) to allow you to reflect upon your experiences and track your progress throughout the internship
2) to help future interns gain a better understanding of what to expect from an internship with the company

Please be as descriptive as possible (2-4 pages) to help set realistic expectations for future T-bird interns. Thank you!

**WEEKLY ACTIVITY REPORT (Example)**

**Student Name**
**Company Name**
**Company Location**
**Summer 2007**

**Week 1: (Dates)**
- Traveled to…
- Met with…
- Completed…
- Prepared…
- Researched…

**Week 2: (Dates)**
- Contacted…
- Attended…
- Participated in…
- Completed…

**Week 3: (Dates)**
- Toured…
- Coordinated…
- Met with…
- Analyzed…
- Planned…

To be continued for remaining number of weeks of your internship…