

MID-TERM PROGRESS REPORT

To be completed by the student:

Student's name

Telephone number and e-mail address

Venue

Name of on-site internship supervisor.

To be completed by the on-site supervisor:

1. Briefly describe the student's duties as well as skills acquired thus far in the internship.
2. Does the student initiate projects and/or suggest ideas?
3. Are there any areas for improvement in any category, from punctuality to professionalism?
4. Other comments?

We would appreciate your returning this form (via mail or fax) by the midpoint of the current semester.

Undergraduate Coordinator, Department of English
111 Park Hall
University of Georgia
Athens, GA 30602
Fax: 706-542-2181

FINAL PROGRESS REPORT

To be completed by the student:

Student's name

Telephone number e-mail address

Venue

Name of on-site supervisor.

To be completed by the on-site supervisor:

1. Did the student fulfill the terms of the agreement established prior to beginning the internship?
2. In what areas did the student excel?
3. Are there any areas for improvement in any category, from punctuality to professionalism?
4. Would you write a letter of recommendation for this student if asked to? Why or why not?
5. Other comments?

We would appreciate your returning this form (via mail or fax) by the last class day of the current semester.

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