

Remote Internship Status Report

Status Report

Use this resource to track progress of the internship. Reference the “Responsibilities/Tasks” section of the Learning Agreement for referencing which tasks were agreed upon at the beginning of the internship.

A. Tasks/Activities/Duties Performed

Describe what tasks, activities, and/or duties were performed during the last two-week period. Include meetings attended, materials developed, and outputs generated.

B. Skills/Information Learned

Describe what has been learned thus far.

C. Problems Encountered and How They Were Solved

Describe any challenges encountered and unresolved issues.

D. Days, Dates, and Hours Worked

Report hours worked for the period defined by the employer.