

**HDFS 465: Human Services Seminar**

**Project #1\_HS-3: Bi-Weekly Report – Part A**

**Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Placement Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Report # \_\_\_\_\_\_ out of 7 Dates of Report Period: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** To be completed by the student bi-weekly, reviewed, and discussed with the supervisor. The Bi-Weekly Report is to be uploaded to the Canvas site no later than 11:59p.m. on Friday preceding your seminar.

1. List any new assignments you have taken on during the past two weeks or indicate progress made on other long-term projects/assignments:
2. List any supervisory conferences/interactions (including discussion topics, field trips, directed readings, meetings attended, etc.) or any interactions you have had with other professional staff members:
3. What successes did you have? To what do you attribute to those successes?
4. What challenges did you have? What can you do to increase your chances for a more successful experience?
5. Did you complete your previous goal(s)? If not, what hindered its/their completion and what progress have you made in completing your goal(s)?
6. What are your goals for the next two weeks? What will you need to do to attain those goals? How will you know that you have achieved the goal(s)?

Updated: June 2018