

Internship Weekly Update

Weekly Update Date:

Summary of the Week

- Please provide a high-level overview of your week. What did you learn?

Significant Accomplishments

- Was there anything you accomplished this week that you were proud of?

Observations

- Were there any observations that you made this week that you think could help improve the company? Detail any questions that you developed this week that you would like to review.

Plans for Next Week

- What are your plans for next week? Do you have any questions about your schedule that you would like to review?