

FERRIS STATE UNIVERSITY  
COLLEGE OF TECHNOLOGY  
WEEKLY INTERNSHIP REPORT

Week #

NAME:

DATE:

INTERNSHIP SITE:

HOURS:

DATES COVERED BY THIS REPORT: From \_\_\_\_\_ to \_\_\_\_\_

Give a brief summary of one interesting situation you experienced this week.

Do you have any problems that need attention? If so, please explain.

Give one or more suggestions for improving the efficiency and effectiveness of your job.

Please list your major activities for the past week:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday/Sunday:

Any other comments:

Please send an email ([conatij@ferris.edu](mailto:conatij@ferris.edu) and CC to your supervisor) and attach this completed PDF document by Monday, 11:00 a.m. of the next week.