**Internship Weekly Report** (COMP8851/COM8860)

Student Name:

Student ID:

Company Name:

Supervisor Name and email:

Reporting Period: (e.g., Week 1 + SUBMISSION DATE)

**1- Provide a summary of the goals, activities, and outcomes for the week:**

Goals:

Activities:

Outcomes:

**2- Describe any new knowledge, skills, or experiences gained over the week:**

Knowledge:

Skills:

Experience:

**3- What experiences were particularly rewarding during this report period?**

**4- What experiences were particularly difficult during this report period?**

**5- During past week, how did you feel/deal when you face a challenging situation (Please tick the box if relevant/applicable):**

I did some exercise to relieve pressure.

I spent some time with family/friends, and got engaged in social activities to feel better.

I experienced some appetite/weight change.

I postponed dealing with the issue, due to lack of concentration.

I spend some time at night using social media to distract myself.

I took short naps during the day to relieve the fatigue.

I ignored some of the difficult problems and continued with other tasks.

I experienced some pains, e.g., headache and back pain.

I felt under pressure.

I had no time for routine outdoor activities and pleasures.

I found no challenging situation.

**6- What other actions made you feel better in/after challenging situations if any?**

**7- How did you manage to deal with new problems? (Multiple choices)**

|  |  |
| --- | --- |
|  | I found myself struggling to solve unfamiliar problems. |
|  | I went with the first solution that came to my mind |
|  | I preferred not to talk over problems with other people |
|  | I tried to find ways of doing things even when they sound impossible |
|  | I tried to use techniques that help me think differently |
|  | I preferred to ask help from others to solve my problems faster |
|  | I suggested a new idea in my work that previously did not consider in that company. |

**8- Please provide suggestions or feedbacks that you like to improve in your workplace.**

**9- Describe principal tasks and duties to be performed and accomplishments during the upcoming week.**