**Student Progress Report**

The purpose of this form is to maintain a brief memo of student’s progress and supervisor reviews. The supervisor who monitors the student's performance during this period should fill out the form and mail this form to the UCSY supervisor or place it in a sealed enveloped and give it to the student to bring it back to the UCSY.

Company/Organization Name: BizLeap Technology

Student Name : Kay Zin Han

**Student’s daily activities Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Date** | **Assigned Tasks/ Description of work** | **Completion status** | **Remarks** |
| **1** | **22.7.2019** | **1. Job Assignment Discussion**  **2. English Lecture**  **3. Screen Test For Internship Experience Video**  **4. Content Writing for Sale and Marketing** | **Done** |  |
| **2** | **23.7.2019** | **1. Job Assignment Discussion**  **2. Internship Experience Video Shooting**  **3. Content Writing for Sale and Marketing** | **Done** |  |
| **3** | **24.7.2019** | **Holiday** |  |  |
| **4** | **25.7.2019** | **1. Job Assignment Discussion**  **2. Content Writing for Sale and Marketing** | **Done** |  |
| **5** | **26.7.2019** | **1. Job Assignment Discussion**  **2. Content Writing for Sale and Marketing** | **Done** |  |
| **6** | **27.7.2019** | **1. Job Assignment Discussion**  **2. English Lecture**  **3. Script for HR video tutorial** | **Done** |  |
| **7** | **28.7.2019** | **Holiday** |  |  |

**Supervisor’s Comment**

Please comment on the intern’s work during this period

Supervisor Name :

Signature :

Date :

Title and contact :