

## ANNEX-2

## Sample Student Internship Report Form

**Intern Name:** \_\_\_\_\_

**Host Institution & Site Supervisor Name:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_

**Report Number (circle one):**      1      2      3

### Section-A

#### Instructions:

The intern will complete this section:

- a) **Task/s performed** (Includes major duties designated to you and assignments you have completed.)

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- b) **Learning Experience** (Communicate skills and knowledge that you gained or refined through the internship).

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- c) **Challenges** (Detail major challenges in your role and how you tackled them.)

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## Section-B

### Instructions:

This section is to be completed by the faculty supervisor, who will score the intern's report using the following criteria:

1= Does not meet expectations

2= inconsistently meets expectations

3= Consistently meets expectations

4= Above expectations

5= Far above expectations

Scoring Rubric					
1. Tasks performed	1	2	3	4	5
2. Learning experience	1	2	3	4	5
3. Overcoming challenges	1	2	3	4	5

Faculty supervisor signature: \_\_\_\_\_