**Internship Weekly Report**

|  |  |
| --- | --- |
| **General Information** | |
| *Student Name* | *<Student Name>* |
| *Company* | *<Company Name>* |
| *Company Mentor* | *<Mentor Name> - <Mentor Email>* |
| *PNV Mentor* | *<Mentor Name> - <Mentor Email>* |
| *Time* | *<Example 01 Apr – 13 Apr>* |

**Instructions**

Welcome, students! Here are the instructions for your weekly report assignment:

1. Every week, you are required to write a report about your progress in your internship program.
2. The report should contain details about the tasks you worked on during the week, any challenges you faced, and do you need any help or support.
3. After writing the report, you must schedule a **meeting with your company mentor** to go over the information you included. This will help ensure that your report accurately reflects your work and that you are on track with your goals.
4. Once you have reviewed the report with your mentor, you must send it to your PNV mentor via email with **ERO Team** ([ero.vietnam@passerellesnumeriques.org](mailto:ero.vietnam@passerellesnumeriques.org)) and **Company Mentor** in Cc **on Friday before 5 PM**.
5. Subject of your email should follow this convention: **Weekly Report - [Your Name] – [Your Company]**

If you have any questions or concerns about the weekly report assignment, please don't hesitate to reach out to your PNV mentor or your company mentor for assistance.

**Tasks Reporting (*in hours)***

|  |  |
| --- | --- |
| **MONDAY** | **dd/mm/yyyy** |
| Task Description | Hours |
| *Participate meeting with teams / companies* | 0.5 |
| *Participate training sessions: Build API with .NET Core* | 4 |
| *Reading project document* | 2 |
| *Coding project feature: Authentication with JWT* | 1.5 |
| **TOTAL** | **8** |

|  |  |
| --- | --- |
| **TUESDAY** | **dd/mm/yyyy** |
| Task Description | Hours |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **WEDNESDAY** | **dd/mm/yyyy** |
| Task Description | Hours |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **THURSDAY** | **dd/mm/yyyy** |
| Task Description | Hours |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **FRIDAY** | **dd/mm/yyyy** |
| Task Description | Hours |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **SATURDAY** | **dd/mm/yyyy** |
| Task Description | Hours |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

**Challenges you faced**

*<Describe challenges you faced>*

I have faced several challenges during my internship. One of the most significant challenges was adapting to the company's work environment and culture. Since I was new to the workplace, I found it difficult to navigate the organization's structure and processes.

**Help or support that you need to overcome challenges**

*<Describe help or support that you need>*

*Through the support of my mentor, I can overcome the current challenge. If I face new ones, I will seek help from mentors. Otherwise, I will contact with PNV mentor to seek for their guidances.*