Division of Public and Environmental Affairs
Indiana University-Purdue University Fort Wayne
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PROGRESS REPORT #2

Intern Name _____ Supervisor _____

Agency _____

1. If your work objectives have been altered, explain why and write your new objectives.

2. Are your work objectives being completed on schedule? If not, explain.

3. Are you satisfied with your progress? Why/why not?

4. Do you think your supervisor is satisfied with your progress? (You should talk to your supervisor to determine this.) Why/why not?

(over)

The following section is designed to let you evaluate yourself on your current practice assignment. In doing so, you will be able to identify those aspects of your performance that can be considered assets to your professional growth as well as those work habits that are in need of improvement.

Check the column which best describes your performance and/or work habits. You are encouraged to add specific items, cite examples, or write explanations where necessary to clarify meaning (you may use additional space at bottom of page, if necessary).

	Above Avg	Average	Below Avg.	Comments/Examples
1. Accurate and thorough				
2. Able to work under pressure				
3. Effective in oral communications				
4. Effective in written communications				
5. Able to apply academic training to job				
6. Effective in preparing and organizing work				
7. Takes the initiative, a self-starter				
8. Able to adjust to nonroutine assignments				
9. Keeps constructively busy and mentally alert				
10. Cooperative in working relationships with others				
11. Performs tasks with industry and perseverance				
12. Demonstrates a willingness to accept responsibility				

Intern Signature Date