KINES 495B/D
Recommended Format for Weekly Reports

Name: ____________________  Cell Phone #: __________  Work Phone #: __________

Home Address: ________________________________________________________________
P.O. Box/Street Location  City  State  Zip Code

Report for week: (i.e. September 8, 2014 – September 19, 2014 [Report #1])

***Section #1:

Summary of Activities                  Time Spent
1. Description of activity # 1             Amount of time spent
2. Description of activity # 2             Amount of time spent
(Continue with this format until all activities are reported.)

Total report hours: 80 hours
Total hours to date: 160 hours

***Section # 2: Remarks

1. Progress: Discuss the progress (or lack thereof) toward attaining practicum objectives, self evaluation of your strengths and weaknesses, and what you have learned about yourself and the work you are performing.
2. Goals: Outline of your goals for the upcoming week.

***Section # 3: On-Site Supervisor’s Signature and Date

Comments about student’s progress may be included.

***Sections #1, #2 and #3 need to be written in complete detailed sentences and paragraphs. Paragraphs (4-5 sentences) should be both comprehensive and thorough. Each weekly report is to include as many details about the activities, progress, goals, etc., as necessary to write an inclusive report.