

2.1 INTERNSHIP MONTHLY REPORT

This form must be completed monthly. You are responsible for keeping track of the hours and its accuracy (your supervisor must approve). Record your total monthly hours in the “**3.1 Completed Hours**” form, which will be submitted at the end of each semester you are doing your internship. You cannot get credit for past hours worked when you were not registered in the CIDS 680 course.

Instructions:

1. Keep track of your hours weekly. Complete the form every month.
2. Get the signature of your supervisor
3. Submit it to the drop box on the Learning Hub **by the 5th of each month.**

Fill Out:

Student Name

Student ID #

Agency/Organization

Month:	
Day	Hours
Week 1	
Week 2	
Week 3	
Week 4	
Total Hours	

Duties/activities/tasks (List the duties/activities/tasks you did for the month):

Assessment: Use the learning objectives to explain what you learned this month.
Use the 5 objectives you listed under the Learning Objectives in the MOU document.

Objectives ¹	How did you meet this/your objectives? (explain briefly)
1. Application: Apply theoretical concepts related to both core courses and area of concentration, in a practice setting.	
2. Knowledge: Understand and apply the project cycle management framework to tasks as either project managers or project evaluators.	
3. Exploration: Explore and critically analyze the macro environment you will work with as project managers.	

¹ Please refer to the Field Learning Objectives document for more details.

<p>4. Identification: Understand and comply with internal and external policy, as well as the professional ethics required by the structure of the internship.</p>	
<p>5. Innovation: Be able to design a project and conduct it, following all stages of project management.</p>	
<p>6. Engagement: Prepare for and participate in a workshop/training session through Andrews University, the internship site/agency/organization which you are doing your internship with, or a government/public institution. Be able to disseminate the knowledge and expertise accumulated during the training/workshop.</p>	

<p>7. Evaluation: Be able to incorporate the practical expertise into the final project and defend it both with the practicum supervisor and the academic advisor who supervises the training.</p>	
<p>8. Demonstration: Demonstrate a thorough understanding of competencies in the humanitarian sector.</p>	
<p>9. Cross-cutting Issues: Other objectives agreed with the course instructor if none of the other 8 can apply.</p>	

Contributions: List and explain your contributions to the organization during this month.

Student Signature

Date

Supervisor Signature

Date