

California Polytechnic State University
Orfalea College of Business Advising Center
San Luis Obispo, CA 93407
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Phone: (805) 756-2601/ FAX: (805) 756-7833

STUDENT PROGRESS REPORT

First Second

Two of these reports are to be completed during each quarter of your Internship/Co-op. They are due by 5:00 p.m. on the date indicated on your contract as agreed upon by the student employee, the Area Chair, and employer. Please deliver, mail, fax, or email this form to the OCOB Advising Center and verify it was received by checking your Cal Poly email for your receipt. If you do not receive a confirmation receipt, then your report was NOT received. Please keep track of your report due dates on your contract and note that a penalty will be assigned to late reports. Late reports won't be accepted beyond eight weeks after your due date.

Student name

Date

Telephone/E-mail

Company name

Provide an evaluation of your work experiences for the past month by answering the questions below. Use a rating scale of 1 to 5, in which 1 represents the highest, best or most challenging level, or YES; and 5 represents the lowest, worst, or least challenging level, or NO:

- | | |
|--|--|
| 1 2 3 4 5 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 1. The supervisor provided information concisely and directly. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 2. The supervisor provided information in a manner that recognized your experience and educational attainment. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 3. The task(s) for the past month were challenging. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 4. The task(s) closely related to course work taken at CPSU. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 5. The task(s) required the use of imagination and innovation. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 6. Did the work assignment allow you to make use of decision-making? |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 7. Did the supervisor review your activities with you on a regular basis? |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 8. Do you feel your assignment for the past month was beneficial and/or a worthy task for an intern? |

Please describe your recent activities and summarize the way those experiences relate to your academic program using course concepts from your business classes. Type directly on this form or attach another piece of paper. Your report should be approximately 250 words.