

The Monthly Report ,(See Appendix Page 53 for Template)

The Monthly Report serves three purposes: to enable the intern to review progress toward completing the internship, to provide a basis for discussion of progress and problems with the site supervisor, and to update the college supervisor.

The Monthly Report should be submitted to the site supervisor for review. The intern must **email a copy** to the college supervisor within ten days after the end of the month. The College Supervisor will review each Monthly Report and email feedback to the intern.

INTERNSHIP MONTHLY REPORT (Required)

Submit by E-mail to the College Supervisor Before the Tenth Day of each Month

Name of Student:		Title:
Internship Site:		
Month of _____ 202x_____		Total time accrued to date (including this month) _____ hours
PSEL Standard Element: PSEL Standard Element: PSEL Standard Element: PSEL Standard Element:		
Please summarize below significant activities that you accomplished under each of the PSEL Leadership Standard Component for this month:		
PSEL Standard Element: Activities of This Month:		
PSEL Standard Element: Activities of This Month:		
PSEL Standard Element: Activities of This Month:		
PSEL Standard Element: Activities of This Month:		
Reflection: Choose TWO of the Leadership Activities that you reported on above and reflect what you learned for each and would you might do differently.		