

**[Bank Name] Intern Weekly Activity Report**

Internship weekly activity report for the week ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week number (please circle): 1 2 3 4 5 6 7 8 9 10 11 12 13 14

|  |  |
| --- | --- |
| Student (intern) name: |  |
| Number of hours scheduled: |  |
| Supervisor name: |  |
| Number of hours worked: |  |
|  |
| Briefly summarize your work assignments since we last met. |  |
| What specific insights relative to your field of study have you gained in the past week? |  |
| List any new ideas you have for our business. What next steps would you propose? |  |
| Are there any challenges, issues, or concerns that you are currently experiencing? |  |
| Additional notes: |  |