Appendix L

Format for Biweekly Reports

Biweekly Report: #    Due Date:

Name:

Site:

<table>
<thead>
<tr>
<th>Running Log of Hours</th>
<th>Weekly</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One -</td>
<td>42</td>
<td>42</td>
</tr>
<tr>
<td>Week Two -</td>
<td>44</td>
<td>86</td>
</tr>
<tr>
<td>Week Three -</td>
<td>39</td>
<td>125</td>
</tr>
</tbody>
</table>

Daily Description of Activities
Date:   Hours:  Description:

This should be a short paragraph for each day. Provide a good description of what you were doing at the agency. The first one or two reports should be very detailed. If some of your work is repetitive there is no need to repeat all the details in later reports. Hopefully, you will not be doing too much repetitive work. It is recommended that you write this as a journal at the end of each day. Do not wait for the end of the week or you may forget exactly what you did.

Description of What You are Learning
Specific hard skills are important but we are also very interested in the interpersonal skills and insights that you are ascertaining from your experience. This would also be the place to comment on whether or not you are achieving your objectives. This section could be reported daily and / or weekly. Sometimes when you reflect on the entire week you realize how all the pieces have fit together and what more you have learned. You could also comment on what you learned at Western that you might be finding useful to you now, or what you wished you had learned.

Objectives for Next Reporting Period
Set specific objectives you would like to achieve. This could include facts, hard skills, interpersonal skills, contacts, etc.