

APPENDIX D
Weekly Progress Form

Name: _____

Administrative hours on site this week: _____

Client Contact hours on site this week: _____

Week of: _____

Cumulative Administrative hours: _____

Cumulative Client Contact hours: _____

Total Combined Hours: _____

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What were your main responsibilities/tasks this past week?

What did you learn from these experiences?

Explain some of your successes for the week?

Explain some of your struggles for the week?

What do you need from me?

**** Turn in each week at the beginning of class to your University Supervisor/Instructor ****