Monthly Report Guidelines

Your monthly reports are to be 1-2 pages and should include the following information:

- Your name
- Your contact information (e-mail and phone nos.)
- Your supervisor’s name
- The name of the company, dept. or agency for which you are working
- Your supervisor’s title and contact information (e-mail and phone nos.)
- A signature from you and your supervisor
- Date

Please give a clear description of what you have accomplished and learned in the past month. Also include reflections on software engineering, software management, our CSC programs as they support or are deficient in helping you in your first job, team work, software development, tasks you completed, your satisfaction with your work, etc. Any comments on how we can improve the management of the internship program are appreciated and encouraged. Don’t forget to mention the things that we are doing right too.