



SUMMER YOUTH EMPLOYMENT PROGRAM

Internship Check In & Feedback Template

Supervisor:	Department:
Intern:	General Duties:

Weekly Check-In Date/Time: _____

INTERNSHIP GOALS & EXPECTATIONS

- 1.
- 2.
- 3.

WEEKLY STATUS

Week #1:

Week #2:

Week #3:

Week #4:

Week #5:

Week #6: