

**Ahlia University  
Deanship of Student Affairs  
Student Internship Monthly Report**   
(To be filled by the student once every month)  
  
Name of Intern: ………………………………

Name of Organization: …………………….

Report #: ……  
  
Period Covered From: ………… To: ……………

Cumulative number of hours worked by intern: ……

**Instructions:**

The monthly report is to be completed and signed by the Intern once every month. The student must send this monthly report to the internship coordinator.

**The expectation is that each of the following five items must be at least fifty words in length and typed in paragraph format.**

1. Describe your principle assignments and responsibilities during the month.

2. What experiences were particularly rewarding during this report period?

3. Any experiences you have faced that could have been better?

4. Describe other professional growth opportunities (e.g., seminars, field trips, directed readings, meetings, and research) that you were able to capitalize on during the last two weeks.

Intern Signature: Date:

**Note:**

Please return to the University’s Internship coordinator upon completion. Thank you.  
**Email: walsawad@ahlia.edu.com**

Internship Coordinator signature: