**Old Dominion University**

**Department of Human Movement Sciences**

**Conservation Leadership**

**FIELDWORK WEEKLY REPORT**

**Instructions:** This report should be completed at the **end of each week** by the student intern. Student will send it to ODU faculty. Written concerns will be provided to the student intern from the Faculty Supervisor via e-mail, if necessary.

STUDENT INTERN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEMESTER: ❑Summer ❑Fall ❑Spring

REPORT NUMBER: \_\_\_\_\_ WEEK OF THIS REPORT (dates): \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

TOTAL HOURS FOR THIS WEEK: TOTAL HOURS TO DATE: \_\_\_\_\_\_

Please make sure to **TYPE** your comments below AND use **COMPLETE SENTENCES**. **Please send weekly via e-mail to your Faculty Supervisor**. *The boxes will expand as you type.*

**1. Describe below the past week's experiences (e.g., learned skills, knowledge and abilities).**

REPORT:

**2. Identify attended meetings and conferences (e.g., formal and informal meetings with your site supervisor and topic discussed).**

REPORT:

**3. Cite any areas of special concern at this time (e.g., any problems related to the fieldwork experience).**

REPORT:

**4. Give proposed agenda for next week (e.g., agency assignments, project updates, accomplishment of goals).**

REPORT: