

SPORT MANAGEMENT PROGRAM

**FIELDWORK PRACTICUM WEEKLY REPORT**

INSTRUCTIONS: This report should be completed at the end of each week by the student, reviewed by the assigned Agency Site Supervisor, and faxed to the ODU Internship Supervisor.

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

SEMESTER: \_\_\_\_\_

REPORT NUMBER: \_\_\_\_\_

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

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

1. Describe below the past week's experiences (Include learned skills, knowledge and abilities.) Please feel free to write on the back or attach additional pages.

2. Identify attended meetings and conferences (Include formal and informal meetings with your site supervisor and topic discussed.)

3. Cite any areas of special concern at this time. (Include any problems related to the practicum experience.)

4. Proposed agenda for the next week. (Include agency assignments, short and long term projects, accomplishment of practicum goals.)

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STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SITE SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ODU INTERNSHIP SUPERVISOR'S  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS/CONCERNS: