



**Middle Georgia**  
State University

SCHOOL OF INFORMATION TECHNOLOGY

# **INTERNSHIP MIDTERM** **PROGRESS REPORT**

**Internship**  
**in**  
**Information Technology**  
**at**  
**{Name of the organization}**

**by**  
**{student's name}**

**{Semester, Year}**

## Internship Contact Information

Student Name:	
Student I.D.:	
Student Email:	
Home Phone:	
Work Phone:	
Internship Organization Name:	
Mailing Address:	
Internship Supervisor:	
Internship Supervisor Phone:	
Internship Supervisor Email:	
Faculty Sponsor Name:	
Faculty Sponsor Phone:	
Faculty Sponsor Email:	

The purpose of this midterm progress report is to evaluate the actual progress of the internship against the expectations submitted in the internship proposal. It is one way to update your faculty sponsor on your activities and progress during the internship.

The report has to include the following sections, providing as much detail as possible and including specific examples:

- a) **Introduction**, stating where and when the internship was performed, along with a brief description of the organization.
  
  
  
  
  
  
  
  
  
  
- b) **Reporting Period**, the weeks covered by the report.
  
  
  
  
  
  
  
  
  
  
- c) **Accomplishments and Work Performed**, including a summary of activities and tasks, initial job responsibilities, and changes in job scope over the internship.
  
  
  
  
  
  
  
  
  
  
- d) **Plans for the Rest of the Semester**, stating what you still plan to do and the estimated hours required during the rest of the semester.
  
  
  
  
  
  
  
  
  
  
- e) **Relationship to Your Academic Experience**, describing any connections that were found between the work performed thus far as an intern and your classroom experiences prior to and during the internship. Be very specific.

f) **Conclusion**, your opinion as to the value of the internship and its impact (if any) on your future career choice.