

Name:
ID:
Company:
Report date:



PROGRESSIVE REPORT

Event Management

Please answer the following questions:

1. What have you done? Describe all your assigned responsibilities, along with major projects. Please explain.
2. Link 4 subjects that you studied at Stamford to your present internship. How did they help you? Please explain and provide examples.
3. How does your current internship influence your future career? Does it reflect your original perception of this career? Please explain.
4. Are you experiencing or have you experienced any obstacles or challenges? How did you or how will you overcome them? Please explain.

* There is not minimum or maximum number of words; your answers should be analytical and provide enough examples and data to back up your decisions. Please use APA style when referencing.

RUBRIC:

- ✓ The report should be submitted on time (one day late is not on time) – 10%
- ✓ The answers should be analytical, not descriptive. A good answer contains specific examples and also analyzes the activities, responsibilities, obstacles, useful knowledge applied etc. – 70%
- ✓ Use of business terms and formal/professional writing style – 20%