

Name:  
ID:  
Company:  
Report date:



## PROGRESSIVE REPORT

### Finance and Banking

Please answer the following questions:

1. Summarize all the different job activities and tasks that you have completed or been involved with to date.
2. Describe any connections between the work you performed thus far and your classroom experiences, specifically those experiences in your finance classes.
3. How has this internship thus far expanded your knowledge of the financial concepts that relate specifically to your organization?
4. What kind of financial analysis and decision making methods are used by managers/employees in your organization?
5. Are you experiencing or have you experienced any obstacles or challenges? How did you or will you overcome them? Explain.

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\* 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%