STAMFORD
INTERNATIONAL
UNIVERSITY

PROGRESSIVE REPORT
Information Technology

1. **Your company**: Provide a brief profile of (1) the company you worked at (including their mission/goals, culture, number of employees, type of business, etc.), (2) your assigned responsibilities, along with major projects.

2. **What you did**: Provide in detail what you did on the job (e.g., be specific on what programming language you have used).

3. **What you learn**: Provide in detail what you have learned (Guideline: you may want to list three most important things you have learned up till now during the internship.)

4. **Self-reflection**: Provide a self-evaluation report. Take a critical look on your experience (This is the heart of this report. It is crucially important to self-evaluate yourself (critically) on (1) what you did that is good, (2) what you can do better, and (3) what needs improvement. DON'T generalize and offer superficial, glib observations.

5. **Samples of your work**: Include a sample of your work in forms of medias, code, or pictures. Explain them succinctly. (You may want to include three artifacts, e.g., pictures, code snippets, etc., that best describe your work.)

6. **Suggestions to Stamford IT program**: List subjects that you studied at Stamford and prove to be very beneficial to your present internship. How did they help you? How can they be better? Please explain and provide examples.

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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%