

## 2. Weekly Reports

Submit **two (2)** weekly reports, for any two weeks BEFORE MIDPOINT.

- a. Weekly Report must consist of one (1) typed page (cover page does not count) in essay format, with one-inch margins, Calibri or Times New Roman size 12 font.
  - b. Weekly Report must provide specifics about the tasks you completed per the duties defined within the Internship Agreement.
  - c. The report must state what you learned during the week.
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