

JSGS Intern Progress Report

The purpose of this report is to provide the mentor with an update of the intern's progress towards meeting their internship goals. This progress report can serve as a starting point for the mentor and mentee to discuss what's working and what areas, if any, are in need of improvement.

Date: _____

Intern

Name: _____

Ministry: _____

Mentor

Name: _____

Position: _____

Progress report areas

1. **Goals and objectives:** List your specific short and long term goals and objectives. Indicate what is needed to accomplish these objectives.

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2. **Projects/assignments:** Describe the projects/assignments you have been working on, including deadlines. Are you being challenged enough? Is the work appropriate? Do you wish to pursue other initiatives? How do you rate your overall progress? What improvements can be made?

2. **Time management:** Describe how you use your time, prioritize projects, complete projects and daily duties, and organize your workload. Discuss any challenges you face in achieving your internship goals.

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Mentor's Comments on Internship to Date: