**Course Code : MKT477**

**Course Name: Co-op Training**

**Semester: 371**

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Monthly Report #\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | | |
| **WEEKS** |  | **DATE OF SUBMISSION** |  |

Highlight main tasks and activities in each week

|  |  |  |
| --- | --- | --- |
| **Week** | **ACTIVITY- TASKS** | **# of Hours spent** |
| **Week #1** |  |  |
| **Week #2** |  |  |
| **Week #3** |  |  |
| **Week #4** |  |  |

Type √ in the appropriate boxes which indicates what you have experienced:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | OBSERVATION |  | PLANNING |  | TRAINING |  | PARTICIPATION |
|  | CONFERENCE |  | LEADING |  | SUPERVISION |  | GROUP WORK |
| **COMMENTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |

NARRATIVE ON ACTIVITIES

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| 1. List several experiences contributing to your professional growth. |
|  |
| 2. Analyze a problem you had and how it was resolved |
|  |
| 3. Comment on one of your accomplishments. |
|  |
| 4. What are your duties or assignments for next 4 weeks? |
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