



Date: \_\_\_\_\_

## Biweekly Status Report

Name: \_\_\_\_\_

Position: \_\_\_\_\_

### Accomplished this week:

- *Point form list of activities completed, started and tasks working on*
- *This is helpful*

### What I've learned:

- *From the supervisor perspective this section is helpful in identifying where the student is in their preparedness for the role. This is especially helpful for students that may not know when and how to ask for help. If you can see what they have identified that they have learned on their own, it can help inform what else they might need support in learning to be successful in the role and progress.*
- *From the student perspective, this section is helpful to provide an opportunity for self-reflection and consider the skills they are developing and where they could spend more effort.*

### What I would like to learn or need to learn to complete my tasks

- *This identifies what information/skills they need to gather to be successful in their tasks for the coming 2 weeks*

### Planned for next week:

- *This section helps build accountability as well as provide opportunity for the student to practice estimating the amount of time and effort required for different tasks and setting priorities*
- *This is helpful for the supervisor to use as a communication tool and reminder for conversations with students, especially when conflicting priorities arise.*

### **Short-term goals:**

- S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely)
- Short term could be 2-3 week timeline or for the duration of the work term

### **Long-term goals (focusing on developing a communication strategy for the upcoming school year):**

- This is where the student would reflect on what they are learning and experiencing and linking into broader career goals. Developing this section might be a place for jotting down ideas and developing as an ongoing process for the duration of their position. And complete as part of the final assignment in the role