**KING SAUD UNIVERSITY**

**FINANCE DEPARTMENT**

**STUDENT BiWEEKLY REPORT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

REPORTS DUE EACH Friday by 5:00 P.M.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | | |
| **WEEK#** |  | **DATE** |  |

Highlight main tasks and activities in each day

|  |  |  |
| --- | --- | --- |
| **DAY** | **ACTIVITY- TASKS** | **# of Hours spent** |
| **SATURDAY** |  |  |
| **SUNDAY** |  |  |
| **MONDAY** |  |  |
| **TUESDAY** |  |  |
| **WEDNESDAY** |  |  |

Put a √ in the appropriate boxes which indicates what you have experienced this week:

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

NARRATIVE ON ACTIVITIES

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