**KING SAUD UNIVERSITY **

**FINANCE DEPARTMENT**

**STUDENT WEEKLY REPORT**

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Reports are due Saturday by 5:00 P.M.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** |  | | |
| **MONTH #** |  | **DATE** |  |

Highlight main tasks and activities in each week

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

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

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

NARRATIVE ON ACTIVITIES

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