

How to Complete a Work Progress Report

STEP 1: Login

The screenshot shows the homepage of the University of Wisconsin-La Crosse Career Services website. The browser address bar displays <https://www.uwlax.edu/career-services/>. The navigation menu includes Admissions, Academics, Murphy Library, Arts, Athletics, Rec, Diversity & Inclusion, Campus Life, and A-Z Index. The main header features the University of Wisconsin-La Crosse logo and a search bar. Below the header is a dark red banner with the text "CAREER SERVICES".

The main content area is divided into several sections:

- Left Sidebar:** A dark red sidebar with a "JOB" graphic. It contains a "Welcome" section and a list of links: Students, Alumni, Handshake, Major and career exploration, Find an internship, Prepare for graduate school, and Resume, cover letter, interview.
- Center:** A "WELCOME" section with the text "WE'LL LEND YOU A HAND. HANDSHAKE IS HERE." and a photo of a student. Below this are links for INTERNSHIPS, JOBS, CAREER FAIRS, and INFORMATION. At the bottom of this section are buttons for "Top 10 Tips New Students", "Handshake Login", "Sample resumes", and "Watch for scams".
- Right Sidebar:** A "handshake" logo section with a "Handshake login" button. Below it are links for "Employers" and "Faculty/staff". A "Fall 2017 Events" section lists "Part-Time Job Fair" (Student Union, The Bluffs, Wed, Sept. 6, 10 a.m.-3 p.m.) and "Accounting Career Fair" (Student Union, The Bluffs, Mon., Sept. 25, 3-5 p.m.).

Two black arrows point to the "Handshake login" button in the right sidebar and the "Handshake Login" button in the center section.

The screenshot shows the Handshake login page. The browser address bar displays <https://app.joinhandshake.com/login>. The page has a dark blue header with the "handshake" logo and "Learn More" and "Help" links.

The main content area is divided into two columns:

- Left Column:** Features the University of Wisconsin-La Crosse logo and the name "Karolyn" with the email address "kbald@uwlax.edu". Below this is a link: "Not you? Switch Accounts".
- Right Column:** Features the text "Hello! Click below to log in to your account." and a blue button labeled "University of Wisconsin-La Crosse Login". Below this is a link: "Log In using Email and Password".

At the bottom of the page, there are small icons for "Handshake 2017" and "Need Help?".

STEP 2: Go to Surveys

The screenshot shows a Handshake profile page for Karolyn Bald. The profile includes a profile strength indicator, visibility settings, and a list of suggested items from her school. The main content area features several job and event listings, including 'Upcoming Events at University of Wisconsin-La Crosse', 'Trending Jobs at University of Wisconsin-La Crosse', 'Jobs Near Your School', and 'Explore Jobs in Seattle'. A dropdown menu is open over the 'Upcoming Events' section, with an arrow pointing to the 'Surveys' option.

handshake

For You Jobs Events Career Center **KB** Karolyn

KB Karolyn Bald
Profile Strength
+ Add More

Profile Visibility
Employers can't find your profile.
Make it visible to gain access to even more opportunities.
Make Profile Public

No Favorite Collections
No Favorite Jobs
No Favorite Jobs Expiring This Week

Suggested by Your School
Interview Stream Posted by Karolyn Bald
GoInGlobal Posted by Karolyn Bald
Employment Scams Posted by Karolyn Bald
University of Wisconsin Law School

Upcoming Events at University of Wisconsin-La Crosse

- UW-La Crosse Part-Time Job Fair 2017**
University of Wisconsin-La Crosse
September 6, 2017 from 10:00 am to ...
521 East Ave N, La Crosse, Wisconsin...
- University of Wisconsin-La Crosse**
September 25, 2017 from 3:00 pm to ...
521 East Ave N, La Crosse, Wisconsin...

3 career fairs, 7 events

Trending Jobs at University of Wisconsin-La Crosse
Enlers Inc., Citizens State Bank, Trust Point Inc., and 12 more...
25 jobs

Jobs Near Your School
Citizens State Bank, Trust Point Inc., La Crosse Area Family YMCA, and 22 more...
50 jobs

Explore Jobs in Seattle
The Borgen Project and Conservation Northwest
12 jobs

Explore Jobs in Minneapolis

STEP 3: Find Correct Survey

handshake

For You Jobs Events Career Center KB Karolyn ▾

Surveys

There are required surveys that you have been asked to take. Those that are required are marked below.

All Surveys

Internship Credit Approval Form Taken

Report your internship to receive academic credit towards your major. You MUST fill in all fields in order for us to process your approval request. This includes non-required fields. If you are unsure of your course number or credits, we encourage you to talk with the faculty member in your department that will be overseeing your internship.
Created by Karolyn Bald · 230 responses

Internship Work Progress Report - Summer 2017 Survey #2 Taken

This report is designed to help you reflect upon your internship experiences and provide feedback to your employer. These reports will also be used by your UWL faculty internship advisor to help determine your grade. Please consult with your advisor for additional required materials. The employer may use the comments as a testimonial for the company and its future internship programs. Additionally, Career Services may use comments in promotional material for the internship program. Employers will not receive the feedback until after grades have been submitted for the semester. Please be honest and thorough in your responses. Thanks!
Created by Karen Durnin · 101 responses

Internship Work Progress Report - Summer 2017 Survey #3 Required

This report is designed to help you reflect upon your internship experiences and provide feedback to your employer. These reports will also be used by your UWL faculty internship advisor to help determine your grade. Please consult with your advisor for additional required materials. The employer may use the comments as a testimonial for the company and its future internship programs. Additionally, Career Services may use comments in promotional material for the internship program. Employers will not receive the feedback until after grades have been submitted for the semester. Please be honest and thorough in your responses. Thanks!
Created by Karen Durnin · 95 responses

Employer Evaluation of Student Intern - Summer 2017

This report is designed to help you reflect upon your internship experiences with a UWL student intern and provide feedback for their professional development. These reports will also be used by UWL faculty internship advisor assigned to your student intern to help determine their grade.
Created by Karolyn Bald · 80 responses

STEP 4: Start Survey

handshake

For You Jobs Events Career Center KB Karolyn ▾

Internship Work Progress Report - Summer 2017 Survey #2

Student Work Progress Report

This report is designed to help you reflect upon your internship experiences and provide feedback to your employer. These reports will also be used by your UWL faculty internship advisor to help determine your grade. Please consult with your advisor for additional required materials. The employer may use the comments as a testimonial for the company and its future internship programs. Additionally, Career Services may use comments in promotional material for the internship program. I understand that my feedback may be shared with employers or by Career Services. I understand that my name or other identifying information will not be shared. (checkbox) Employers will not receive the feedback until after grades have been submitted for the semester. Please be honest and thorough in your responses. Thanks!

* I understand that my feedback may be shared with employers or by Career Services. I understand that my name or other identifying information will not be shared.

Accept

[Next Page](#)

Internship Work Progress Report - Summer 2017 Survey #2

Behavior Based Questions

I am being challenged to identify/analyze problems and make decisions

Strongly Agree 1 2 3 4 5 Strongly Disagree

Provide an example of a time you were challenged to identify/analyze a problem and make a decision at your internship. Use STAR Method to answer question.

I am being asked to present information orally or in writing

Strongly Agree 1 2 3 4 5 Strongly Disagree

Tell us about a time you were asked to present information orally or in writing at your internship. Use STAR Method to answer question.

I am collaborating with others, and being challenged to examine both my own viewpoint and that of others

Strongly Agree 1 2 3 4 5 Strongly Disagree

Provide an example of a time you collaborating with others, and was challenged to examine both my own viewpoint and that of others at your internship. Use the STAR Method to answer.

I am being asked to utilize technology while completing tasks

Strongly Agree 1 2 3 4 5 Strongly Disagree

Please describe a time when you were asked to utilize technology to complete tasks at your internship. (Software, equipment, and etc.) Use the STAR Method to answer.

I am witnessing and/or increasing my understanding of effective leadership skills

Strongly Agree 1 2 3 4 5 Strongly Disagree

Provide an example of a time when you witnessed and/or increased your understanding of effective leadership skills at your internship. Use STAR Method to answer.

I am learning about professionalism

Strongly Agree 1 2 3 4 5 Strongly Disagree

Describe a situation in which you learned about professionalism at your internship. Use STAR Method to answer.

This internship is helping me better understand my professional strengths, interests, and values.

Strongly Agree 1 2 3 4 5 Strongly Disagree

Provide an example including evidence of how you understand and/or use them in your internship (must be different from previous work progress reports).

I am learning to understand and value differences in cultures, races, ages, genders, sexual orientations, and/or religions at my internship.

Strongly Agree 1 2 3 4 5 Strongly Disagree

Provide an example of how you are learning to understand and value differences in cultures, races, ages, genders, sexual orientations, and/or religions at my internship. Use STAR Method to answer.

Do you feel comfortable meeting with your supervisor when you have a question or concern?

- Yes
- No
- Sometimes

Do you feel your supervisor provides you with feedback that allows you to improve and be successful as an intern?

- Yes
- No

Please indicate any questions or concerns about your internship.

[Go Back](#)

[Finish](#)

TO FIND STAR METHOD INSTRUCTIONS

handshake

[For You](#) [Jobs](#) [Events](#) [Career Center](#) [KB Karolyn](#)

KB Karolyn Bald
Profile Strength
+ Add More

Profile Visibility
Employers can't find your profile.
Make it visible to gain access to even more opportunities.
[Make Profile Public](#)

No Favorite Collections
No Favorite Jobs
No Favorite Jobs Expiring This Week

Suggested by Your School
Interview Stream
GoinGlobal
Employment Scams
University of Wisconsin Law School

Trending Jobs at University of Wisconsin

- E Business Administration Intern**
Ehlers Inc.
Part-Time Internship
La Crosse, Wisconsin, United States
Apply before 8/25
- Citizens State Bank**
Part-Time Internship
La Crosse, Wisconsin, United States
Apply before 9/15

25 jobs

Upcoming Events at University of Wisconsin-La Crosse
UW-La Crosse Part-Time Job Fair 2017, UW-La Crosse Accounting Career Fair 2017, UW-La Crosse Fall Career Fair 2017, and 7 more...
3 career fairs, 7 events

Jobs Near Your School
Citizens State Bank, Trust Point Inc., La Crosse Area Family YMCA, and 22 more...
50 jobs

Jobs in International Affairs
Global Health Corps, Inter-American Foundation, International Justice Mission, and 1 more...
10 jobs

Resource Library

Type to search...

Search



STAR Method - Internship Work Progress Survey by Anonymous
 INTERNSHIP WORK PROGRESS REPORT STAR METHOD These reports will be sent to your faculty internship advisor to determine your grades for your internship. You will be asked a series of questions ide...



What Can I do With This Major?
 by Karolyn Bald
 What Can I Do With This Major? Whether you are exploring multiple majors or searching for information about your chosen field, this site will help you connect majors to careers. Learn about the typica...



How to get credit for your internship?
 by Karolyn Bald
 You can now use Handshake to submit your internship credit approval form. Before you start, you will need information such as your on-site supervisor's first and last name, email address, name of your...

