

Public Justice Department  
446 Mahar Hall  
SUNY Oswego  
Oswego, NY 13126

40 Hour Report - Cover Sheet  
(2- 40 Hour Reports for 120 Hours;  
5- 40 Hour Reports for 240 Hours)

Name of Student: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Agency: \_\_\_\_\_

Period Worked - Date(s) & Time(s): \_\_\_\_\_

Total Hours Worked For This Report: \_\_\_\_\_

Name and Title of Person Directly Supervising You This Period: \_\_\_\_\_

Respond thoroughly IN PRINT (Word Processed or Typed) on separate sheets of paper to each of the following: Number and letter each as it is listed here: Be certain to read the additional instructions for 40 Hour Reports in your syllabus before you write this report. Attach this cover sheet to your report.

1. Description of activities you engaged in this period.
  - a) Describe your activities in some detail.
  - b) Include your reactions to these activities and to your clients and peers.
  - c) Were you supervised during these activities? Yes/No.
    1. If yes, describe the supervision and include your reaction to your supervisor and supervision.
    2. If no, describe your activities when you were not supervised and your reactions.
2. What did you expect to learn through these activities...
  - a) related to your specific agency?
  - b) related to other "professionals" with whom you had contact?
  - c) related to your clients?
3. What exactly did you learn through these activities...
  - a) related to your specific agency?
  - b) related to other "professionals" with whom you had contact?
  - c) related to your clients?
4. Can you identify any theory(ies) at your work in your agency (or agency with which your's deals)?
  - a) What theory(ies) and what practice(s) at what agency(ies)?
  - b) If you can't identify any theory/practice relationship, why do you think this is the case?
5. What activities do you expect to be engaged in during the next 40 hours of internship work?
6. What do you expect to learn during the activities of the next 40 hours of internship work?
7. What do you WANT to learn ? Have you communicated this to your supervisor?

**A 40 HOUR REPORT IS DUE IN THE HANDS OF YOUR PRACTICUM INSTRUCTOR WITHIN 48 HOURS OF COMPLETION OF INTERNSHIP WORK. DO NOT SEND REPORTS RETURN RECEIPT REQUESTED OR PRIORITY MAIL-REGULAR MAIL IS ADEQUATE.**