

Sandy Spring Friends School Senior Project

Sample Weekly Check-In Report for Sponsor

Student: _____

Sponsor:

Date of Report: _____

This form is intended to let us know about the student's progress on his/her project. Not every question will apply every week. Feel free to add additional comments that might help faculty mentors or the committee improve your student's experience.

To be completed by the sponsor:

This student met or exceeded my expectations for his/her Senior Project this week:

Comments:

This student fell short of my expectations for his/her Senior Project this week.

Comments:

Students are expected to work six hours a day or a minimum of thirty hours per week, unless previous arrangements have been made. Were there any days when the student was absent?

Monday Tuesday Wednesday Thursday Friday

Were there any days when the student was late?

Monday Tuesday Wednesday Thursday Friday

Sponsor's Signature and Date

This form must be delivered to the Senior Project box in US Office, faxed to the attention of the Senior Project Committee 240-570-1809, or emailed to SrProjects@ssfs.org no later than May 16, 2008.