

# ECON386 PROGRESS REPORT TEMPLATE & TIPS

## PROGRESS REPORT TEMPLATE

Econ 386 Progress Report #

DATE

NAME

These past two weeks were much like my previous two at ASI. For my time with sales, I continued on the list I was given that included the names, phone numbers, and other info of clients who signed up for our online website where you can buy, sell, and store precious metals. The people on the list signed up for the site but have not had any activity on their account or holdings. The point of my phone call is either to convince them to use the site if they decided not to or help them if they stopped using the site because of any problems they ran into. Also, my call can act as a simple reminder that they have signed up for the site in case they forgot. Either way, the call should indirectly get the client to either buy or start thinking about buying precious metals. Most people that I've talked to have said that they simply can't afford precious metals right now, and if someone says that there really isn't anything else I can say. What I have been able to do is help people who may have forgotten their username or password. I finished going through the list yesterday, and now I am starting from the top again and calling all of the people who I left a message for but haven't called me back. Another aspect of my job that I have been doing from the beginning is listening in on the salesmen on sales calls. I don't get to sell often, and that is a skill they are trying to teach, so listening in to these calls has been the best way for me to learn. I have been able to pick up different things that I can say when put in certain situations with clients on the phone.

For the other aspect of my job, marketing, I started writing one of the three different papers my supervisor wants me to write. The first paper which I am basically finished with is on the economics of Rare Tangible Assets. Rare Tangible Assets are rare coins or stamps that people buy as an investment instead of as a collectable purchase. The other two papers I am going to write for ASI are the state of social media today as well as how ASI can appeal to people my age. They are hoping they can take what I have to say and use it to become more active in the right way on social media like twitter and employ other marketing techniques in hopes of gaining more clients my age or a little older. In terms of twitter, I have also been looking at the twitter accounts of our competitors and partners to see what type of techniques ASI should employ when they revamp their twitter account.

**Total of Previously Reported Hours: 45**

Day of Week	Date	# Hours Worked
Monday	2/6/17	3
Wednesday	2/8/17	4
Monday	2/13/17	3
Wednesday	2/15/17	4
Friday	2/17/17	5

**Number of Hours Worked During This Period: 19**

**Updated Total Hours Worked: 64**

# PROGRESS REPORT TIPS

## FORMAT

- Please use the template provided above for all ECON386 progress reports.
- 1 page, single-spaced, 12 point font, Microsoft Word document or PDF.
- Each progress report must include each of the following:

*Total of Previously Reported Hours* = Running total of all hours worked (reported) as of the previous progress report

*Number of Hours Worked This Period* = Total of all hours worked since the previous progress report was submitted

*Updated Total Hours Worked* = Total of Previously Reported Hours + Number of Hours Worked This Period

- Each progress report should account for all of the hours worked since the previous progress report was submitted. This is the Number of Hours Worked This Period. For example, if the previous progress report #2 was due on February 17<sup>th</sup> and Progress Report #3 is due on March 3<sup>rd</sup>, then Progress Report # 3 should include all hours worked from February 18<sup>th</sup>-March 3<sup>rd</sup>.
- Unless otherwise noted by the ECON386 Coordinator, Total of Previously Reported Hours for your first progress report should be zero. Students are only allowed to use hours worked from the start of the semester or term. For example, if you are enrolled in ECON396 during the Fall semester, you cannot use hours from the summer toward the 135 required hours.
- Each date should have its own row in the chart. Do not group dates. Also, please list the total number of hours worked and not the time worked; you are not required to report the time worked.

## INCORRECT

Day of the Week	Date	# of Hours Worked
Monday	2/6/17, 2/13/17	12:30-4pm & 1-3pm
Wednesday	2/8/17, 2/15/17	1-5pm

## CORRECT

Day of the Week	Date	# of Hours Worked
Monday	2/6/17	6
Wednesday	2/8/17	5
Monday	2/13/17	6
Wednesday	2/15/17	5

## CONTENT

- Your progress report should provide a summary of the duties you performed at your internship since your previous progress report was submitted. For example, if the progress reports are biweekly then you should discuss the work you did during that 2 week time period, not just the duties of the week that you are submitting the progress report.
- Your progress report should be at least 1 page long (including your time chart). If you are having trouble determining what to write about consider the following:
  - If it is your first progress report, describe your internship site. What is the purpose of the organization/company and what duties will you perform?
  - Use detail when describing your duties. Explain what you have been doing as if you were speaking to someone that had no background in economics.
  - What is the purpose of what you have been doing? What will be done with the results of your work? How does it fit into the larger aims/goals of your internship site?
  - What strengths and/or weaknesses of yours have you discovered through the work you are doing? Are there tasks you enjoy more than others? Why?
- Sometimes internship projects are long term and progress reports can get repetitive. Please do not copy and paste content from your previous progress report in an attempt to submit it as a new progress report!