

Fax to your Professional Experience Liaison Officer, Charles Sturt University.  
(Check Professional Experience Handbook or communications link for correct fax number for your campus)

**Week**  **Report** (Write what number week this is)  
**Send one report at the end of each week in the school or service(except for mid-session or final week**

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Course name \_\_\_\_\_ Subject code \_\_\_\_\_

I commenced my professional experience at (insert site name) \_\_\_\_\_ on \_\_\_\_\_ (date)

During this week I have done the following as part of my professional experience program and learnt about:

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My program for next week at the school or service is as follows:

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My main teaching/professional goal for next week's teaching is:

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The things I'm needing most help with at this stage are:

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[USE THIS ONE ONLY IF APPLICABLE]

I urgently need advice/help from the university supervisor about the following:

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Suggested contact time: \_\_\_\_\_ Number: \_\_\_\_\_

School/Service Fax Number: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Comments from my Professional Associate** \_\_\_\_\_

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**Signature**