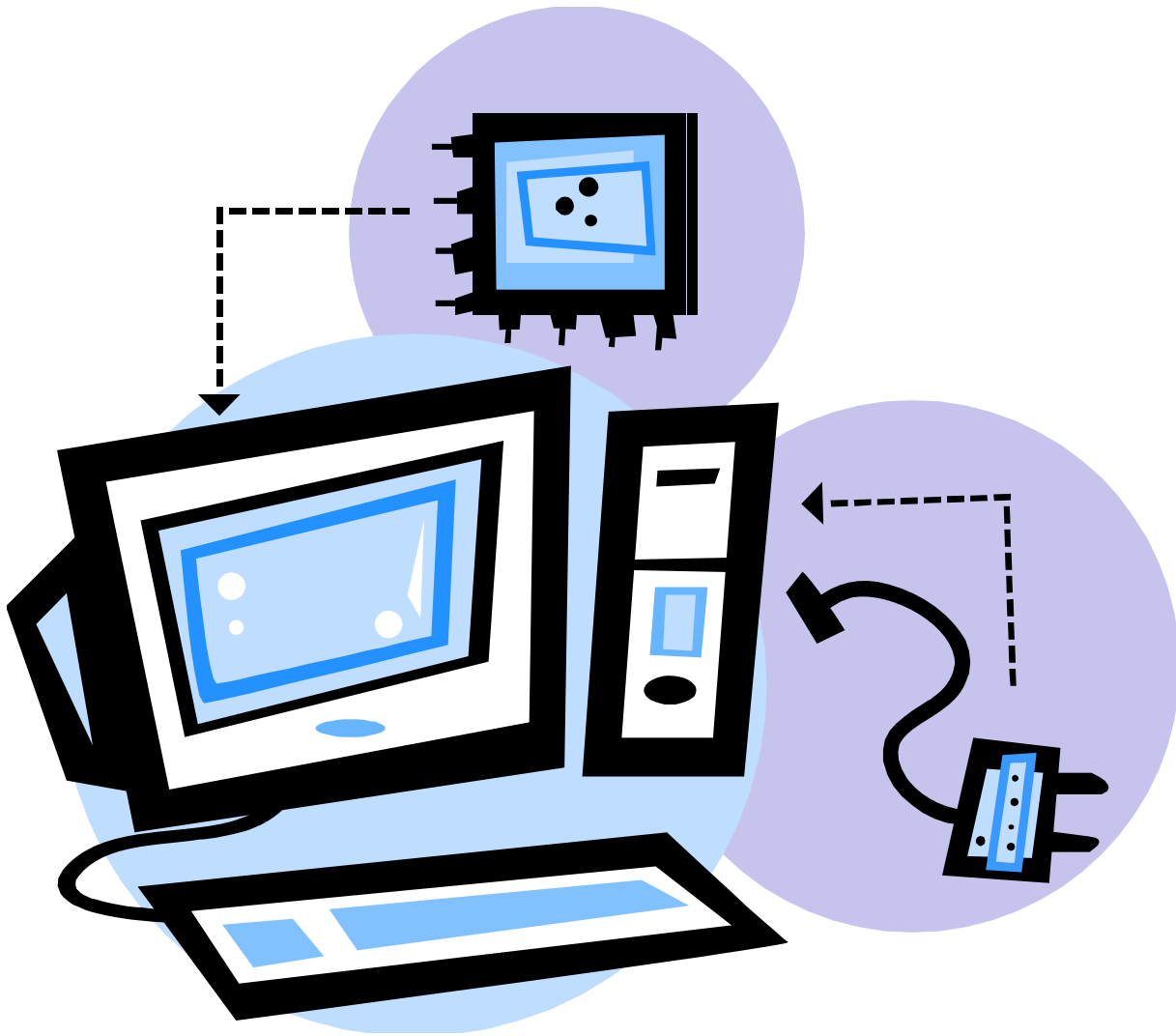


University of South Dakota

Technology Fellows

Weekly Reports Information Packet



This packet is designed for University of South Dakota Tech Fellow and discusses Weekly Reports.

Weekly Reports

To download a copy of the blank weekly report form, please go to <http://link.usd.edu/851> (you will be prompted to log in using your MyU username and password). A page entitled “*Enhancing Your Education / Technology Fellows*” should appear. If you scroll down to the bottom of that page, you should be able to download the word document entitled *Weekly Report Sheet*. This is a form that will allow you to enter your projects and hours, organized by work week.

Technology Fellow Weekly Report		
Document the projects you have worked on and the hardware and software that you have used each week. Include the approximate number of hours spent with each project or program.		
These reports will correspond with the payroll cycle, 22 nd through the 21 st . They are always due on the 18 th and should always be prorated through the 21 st .		
Week 1	Date: 9/22/2010 - 9/24/2010	Hours
Created tutorials		5.00
Answered D2L questions		2.00
Created Word document forms		4.00
Number of hours spent on these projects:		11.00
Student Name		9/24/2010
Student Name		Date
Week 2	Date: 9/27/2010 - 10/1/2010	Hours

Notice that this one document contains four weeks. Your weeks should correspond to the pay period. The pay period starts on the 22nd of one month and ends on the 21st of the next. It is up to you and your supervisor to decide what day every week you will send them this form. You only fill out the form one week at a time, and send that updated form once every week (week 1 you only have that week filled in and emailed, week 2 you have weeks 1 & 2 filled in, etc). **Towards the end of the fourth week, by the 18th of the month, you must submit the completed form to both your supervisor and the CTL (ctl@usd.edu).** Understandably, this means you may have to estimate your project times for a few days in order to complete the week.

Please note that when you open your form and click on the date areas, you can select the dates on a pop up calendar.