

# MIDTERM Time and Effort Report



Student Name: \_\_\_\_\_

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

YES / NO	Has completed a minimum of half the total hours for the project <i>*If not, please explain</i>
YES / NO	Responds to emails and phone calls in a timely manner
YES / NO	Keeps scheduled appointments and meetings
YES / NO	Continues to update me on the progress of the project
YES / NO	Has a positive attitude while on site
YES / NO	Is on track to complete the project by the due date
YES / NO	Needs to have a follow up meeting to get back on track

Total time committed to the project as of this date: \_\_\_\_\_ hours

Additional Comments:

CEC Signature: \_\_\_\_\_ Date: \_\_\_\_\_