

Weekly Activity Report (Fellows only)

Each week, Fellows will submit a weekly activity report online. TASK staff will regularly review your weekly reports. However, if you have a problem or comment that requires immediate attention, please email the program administrator directly at fytask@uaf.edu.

For reporting purposes, TASK weeks end on Saturdays. The weekly report can be accessed at the Fellows Internal Site found at www.task.uaf.edu/fellows.html. You will be asked to login using the following information:

USER NAME: first initial + last name (i.e. jsmith)
PASSWORD: first initial + last initial + last 4 digits of Student ID (i.e. js1234)

Any outstanding reports will be listed. Click on the report you want to submit and complete the online form. ***IMPORTANT! We suggest that you save your reports in Word (or other) format for your own records, then copy and paste into the text boxes on the website.***

You are asked the following questions on the online form. Please answer all questions completely.

1. You should plan on meeting or speaking with your UAF Faculty Mentor each week. Please summarize your interaction(s):
2. Briefly describe the TASK related activities you took part in this week. These activities may include, but are not limited to: presentations in the classroom, time spent with your Partner Teacher, preparation, travel time, and training/meeting time.
3. Please reflect on your TASK experiences this week. Be specific and detailed. Think about what happened, why these things happened, what you learned and how you would change the outcome if necessary.

Once you have completed your weekly report, fully log off by closing your browser window.