

Internship Log of Hours

Name: _____ ID: _____

Internship Site: _____

Site Supervisor: _____

<u>Date</u>	<u>Hours Worked</u>	<u>Tasks</u>	<u>Supervisor Initials</u>

Total hours:

Interns are expected to work a total of 10 weeks for a minimum of 3 hours per week per unit of credit. Interns may work more than the minimum hours per their arrangement with the internship sponsor.

Date should reflect either the specific day or week that you work.

Hours Worked is your total hours for the specified range.

Tasks is a space for you to record what you did in that time frame.

Initials indicate your supervisor's confirmation of your total hours.