



Intern Name		Faculty Advisor Name	
Employer Name		Supervisor Name	

Week	Hours Worked	Activity Log
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
Total		

The undersigned agree and certify that the Student Intern has completed the hours indicated above.

Intern Signature		Date	
Supervisor Signature		Date	

Tracking Worksheet Instructions

This tracking form is a requirement for completion of the [Application Development BAS](#) Internship course, [AD 490](#).

- Student Interns must complete all columns each week, recording their hours worked and providing brief journal entries describing what they have done on the job.
- The Internship Faculty Advisor may request written or verbal updates in addition to this tracking worksheet and may request to see your progress throughout the quarter.
- Student Interns are advised to keep the Supervisor aware of updates made to this worksheet throughout the quarter.
- This sheet should be used to show progress made towards the Objectives in the AD BAS Internship Training Agreement and Learning Objectives.
- Incomplete or late timesheets will not be honored and the time listed on any incomplete timesheets may not count towards the Student Intern's required **275** hours.

Submitting the Tracking Worksheet

1. Complete all sections of the worksheet on the first page of this document.
2. Print the worksheet.
3. Have your Supervisor review and sign the first page of the worksheet
4. Hand in the completed worksheet to your Internship Faculty Advisor.

The due date for the tracking worksheet will be arranged by the Internship Faculty Advisor as part of the AD 490 course materials.