

Intern's Weekly Log and Time Sheet

Available to download and print at SSFS Internship website:

<http://www.ssfs.org/academics/upper-school/internship-program/index.aspx>

Intern Name: _____ Mentor Name: _____

Total Hours Worked: <div style="border: 1px solid black; width: 80px; height: 40px; margin-top: 5px;"></div>	<p>Summarize your work activities for the week. Include daily activities. Explain how you made the most of your internship: skills learned & used, responsibilities given, accomplishments, achievements. Include observations about the workplace environment that may influence your career choice. Continue on the back if necessary. This section must be completed to receive credit for your work hours.</p>
Monday, _____ <div style="text-align: center; font-size: small;">(date)</div> From _____ to _____	
Tuesday, _____ <div style="text-align: center; font-size: small;">(date)</div> From _____ to _____	
Wednesday, _____ <div style="text-align: center; font-size: small;">(date)</div> From _____ to _____	
Thursday, _____ <div style="text-align: center; font-size: small;">(date)</div> From _____ to _____	
Friday, _____ <div style="text-align: center; font-size: small;">(date)</div> From _____ to _____	
Mentor's Comments: <p>I confirm the accuracy of this log: _____ Date: _____ <div style="text-align: center; font-size: small;">(Mentor's Signature)</div></p>	

**INTERN MUST SUBMIT THIS LOG TO THE INTERNSHIP COORDINATOR
in order to earn credit for these hours.**