



Internship Time Log

This sheet tracks the internship hours for the semester. The student is required to complete a minimum of 135 hours at the internship over the course of the semester. **Some internship sites may require hours in excess of the minimum.** The site supervisor will need to sign off each week verifying completion of the listed hours. Students should provide a copy of this time log to the Internship Coordinator at the end of the semester.

Student's Name (Last, First) _____

Internship Site _____

Supervisor's Name _____

Supervisor's Phone Number _____

Semester: _____ Start Date: _____

	Date	Hours Completed	Supervisor's Signature
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Total			

Upon completion, please return this form to the Internship Coordinator.

If you have any questions, contact:
Melissa English, Career Services and Experiential Learning Coordinator
melissa.english@rcc.edu
303.914.6361