



Internship

Weekly Diary and Time Sheet

A diary and time sheet must be completed, signed and submitted **every two weeks** to the Internship Coordinator. An Intern can start counting hours once registered and enrolled in the Internship Program.

Student's Last Name, First Name

Internship Site

Diary: Write 1 – 2 sentences about your experiences each week.

Week of: / /

Week of: / /

Total Hours Worked Each Day for Week of: / / Round to nearest half hour.

Monday _____	Friday _____	Week's Total _____
Tuesday _____	Saturday _____	
Wednesday _____	Sunday _____	
Thursday _____		

Total Hours Worked Each Day for Week of: / / Round to nearest half hour.

Monday _____	Friday _____	Week's Total _____
Tuesday _____	Saturday _____	
Wednesday _____	Sunday _____	
Thursday _____		

Total for Both Weeks _____

Student's Signature

Date

Internship Site Supervisor's Signature

Date

If you have any questions, contact:
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