



## Internship Monthly Diary and Time Sheet

This sheet tracks your internship hours for the semester. The site supervisor will need to sign off each week verifying completion of the listed hours. The signed Time Log must be submitted **every month** to the Internship Coordinator. ***Due date is the last day of the month.***

Name \_\_\_\_\_

Internship Site \_\_\_\_\_

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

**Week of:**   /   /

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Week of:**   /   /

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Week of:**   /   /

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Week of:**   /   /

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Internship Site Supervisor's Signature

**Total Hours Worked Each Day for Week of:**   /   /

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**Week's Total** \_\_\_\_\_

**Total Hours Worked Each Day for Week of:**   /   /

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**Week's Total** \_\_\_\_\_

**Total Hours Worked Each Day for Week of:**   /   /

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**Week's Total** \_\_\_\_\_

**Total Hours Worked Each Day for Week of:**   /   /

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

**Week's Total** \_\_\_\_\_

**TOTAL HOURS FOR THE MONTH:** \_\_\_\_\_