



Sample Internship Log

Please copy this form (one for each week).

Complete and return to _____ at the end of each work week.

Intern Name: _____

Week of: _____

Duties Performed: _____

Total Hours Worked: _____

New Skills Learned: _____

Comments: _____

Date Worked:

(Month/Day/Year)

Hours (from - to)

Total Hours

(Month/Day/Year)	Hours (from - to)	Total Hours

Supervisor Signature: _____ Date: _____

Supervisor Name (Print) _____

Adapted from the Florida HS/HT Summer Internship Manual