

Week # _____

Internship Daily & Weekly Timesheet
To be turned in every Monday in folder near sign out sheet.

Intern _____

Monday – Date _____ Time In _____ Time Out _____ = _____

Tuesday – Date _____ Time In _____ Time Out _____ = _____

Wednesday – Date _____ Time In _____ Time Out _____ = _____

Thursday – Date _____ Time In _____ Time Out _____ = _____

Friday – Date _____ Time In _____ Time Out _____ = _____

Hours & Minutes Worked This Week _____

Accumulated hours should be calculated weekly and subtracted from the number of required hours needed for the course.

Total Hours Acquired to Date including this week _____

Reflection of the Week. *Write about the skills you have acquired and opportunities you have had this week that helps you with career development decisions.*

Rate Your Weekly Performance by Using the Following Scale

5=Excellent 4=Very Good 3=Average 2=Fair 1=Poor
(Write "NA" if an item does not apply.)

- 5 4 3 2 1 Time on Task (Arrived on time and worked the entire time while on site.)
- 5 4 3 2 1 Time Management (Used time constructively while on site.)
- 5 4 3 2 1 Interested in Assigned Task
- 5 4 3 2 1 Showed Initiative (Was a self-starter, did more than was expected.)
- 5 4 3 2 1 Quality of Work was exemplary
- 5 4 3 2 1 Attitude (Was enthusiastic, energetic, cooperative, and positive.)
- 5 4 3 2 1 Teamwork (Was cooperative, contributing, and productive member of work team.)
- 5 4 3 2 1 Demonstrated willingness to listen to constructive criticism and made effort to improve.

Comments _____
