

FORM I

WEEKLY STUDENT WORK LOG SHEET
PLEASE SUBMIT ALL OF YOUR SIGNED AND COMPLETED WEEKLY WORK LOG SHEETS
WHEN YOU SUBMIT YOUR INTERNSHIP REPORTS:

This work log sheet will help you track how you spent your time at the internship. Please complete a work log sheet for every week of work that you complete at your internship site. **PLEASE HAVE YOUR SUPERVISOR SIGN OFF ON THE FORM.**

Intern Name: _____ Faculty Supervisor Name: _____

Dates of work for this week (e.g., January 25-January 29 or if you only worked a few days, please list those days): _____

Total number of hours worked for the reporting period: _____

Please estimate the amount of time you spend each week on the following activities (totals should add up to 100%):	%
Observing	
Planning	
Attending meetings	
Participating in agency activities	
Leading	
Supervising	
Other (Please state)	
Total	100%

DAY	DATE	Brief Description of Tasks (e.g., attended management meeting)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Signature of Agency Supervisor

Date Signed

(When you submit your time sheet, either fax this signed work log sheet or scan and send as a PDF. Please indicate RPTA Supervisor name at top. Our fax number is: 916-278-5053)