

## 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:

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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: \_\_\_\_\_

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. Our fax number is: 916-278-5053)