

FORM I – RT WEEKLY STUDENT WORK LOG SHEET

This work log sheet will track how you spent your time at the internship. Please complete a sheet for every week of work that you complete at your internship site. Submit these forms with your internship reports. They may be faxed to 916-278-5053 or scanned and emailed to your internship faculty supervisor. **FORMS MUST BE SIGNED BY YOUR SUPERVISOR.**

Intern Name: _____ RPTA SUPERVISOR: _____

Week of internship covered by this time sheet: _____ Dates covered by this time sheet: _____

Total number of hours worked for the reporting period: _____

Estimate the amount of time you spend each week on the following activities (totals should add up to 100%):	%
Professional Relationships and Responsibilities	
Assessment	
Plan Interventions and/or Programs	
Implement Interventions and/or Programs	
Evaluate Outcomes of the Interventions and/or Programs	
Document Intervention Services	
Treatment Teams and/or Service Providers	
Develop and Maintain Programs	
Manage TR/RT Services	
Awareness and Advocacy	
Total	100%

	Date	# of Hours worked	Brief Description of Activities
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Signature of Agency Supervisor

Date Signed