

INTERNSHIP LOG BOOK AND TIMESHEET

Available to download and print at Chhaygaon College Website

INTERN'S NAME: _____

MENTOR'S NAME: _____

INTERNSHIP ORGANIZATION: _____

Total Hours Worked 	Summary of the work activities done by the interns: skills learned & used, responsibilities given, accomplishments and achievement, observations about the workplace environment that may influence career choices. This section must be completed to receive credit for work hours	Signature of the Supervisor
Date, _____ From _____ to _____(Time)		
Date, _____ From _____ to _____(Time)		
Date, _____ From _____ to _____(Time)		
Date, _____ From _____ to _____(Time)		
Date, _____ From _____ to _____(Time)		
Date, _____ From _____ to _____(Time)		
Date, _____ From _____ to _____(Time)		

Mentor's Comments:

I confirm the accuracy of this log _____ Date _____

(Mentor's Signature)

INTERN MUST SUBMIT THIS LOG TO THE INTERNSHIP COORDINATOR

In order to earn credit for these hours