

ANDREAN HIGH SCHOOL

CHRIST IS MY TEACHER

Weekly Internship Report and Time Sheet

Name: _____
Internship Site: _____
Week beginning: (month, date, year) _____ Ending: (month, date, year) _____

Using complete sentences and black ink, please document in detail the activities in which you participated, specific incidents you observed, and your hours at the internship site for each day (rounded to the nearest 1/4 hour). Attached an additional sheet of paper if necessary. You may key your responses on an attached sheet if you wish.

Monday: _____

Hours from: _____ to _____ Total Hours: _____ (do NOT include lunch period)

Tuesday: _____

Hours from: _____ to _____ Total Hours: _____ (do NOT include lunch period)

Wednesday: _____

Hours from: _____ to _____ Total Hours: _____ (do NOT include lunch period)

Thursday: _____

Hours from: _____ to _____ Total Hours: _____ (do NOT include lunch period)

Friday: _____

Hours from: _____ to _____ Total Hours: _____ (do NOT include lunch period)

Hours from: _____ to _____ Total Hours: _____ (do NOT include lunch period)

Total Hours for the Week: (do NOT include lunch period) _____

If you were absent from school **and/or** your internship site, **any day or part of any day** (college visit, doctor's appointment, field trip, competition, etc.), give an explanation below. Identify the specific day(s). Identify the specific day(s).
_____ N/A—I was not absent at any time this week.

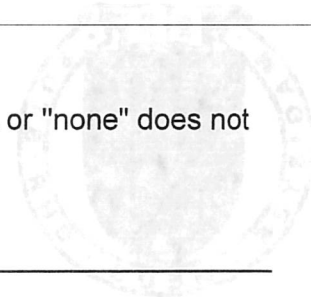
If you were absent at all this week, did you call your internship coordinator to report the absence by 9 am?
Yes _____ NO _____ Why not? _____ N/A _____

Intern Supervisor Signature: _____

Intern Signature: _____

Date: _____

NOTE: In order to obtain credit for this assignment, all questions must have a response. N/A or "none" does not constitute a complete response.



1. What new knowledge or skill did you learn on the internship this week? Describe.

2. What have you learned in high school that you applied on the internship?

3. List any difficulties, mistakes, pleasant or unpleasant experiences that occurred this week. What did you do to correct your mistake(s)?

4. On what skill or question could you use help in performing your internship responsibilities better?

5. What interesting or challenging experience did you have with your fellow "workers" or site supervisor? Describe.

6. What value did you add to the internship site this week? Describe your contribution(s).

7. Is there anything concerning your internship, your internship site supervisor/mentor, fellow "workers," or school that you would like to discuss with me?
_____ Yes _____ No

Intern Signature: _____ Date: _____

I verify that the above information is correct and that the intern was in attendance on the above days at the times indicated.

Site Supervisor Signature: _____ Date: _____

Site Supervisor: If the intern was absent this week, did he/she call you very early in the day to report the absence? _____ Yes _____ No _____ N/A

NOTE: In order to obtain credit for this assignment, all questions must have a response. N/A or "none" does not constitute a complete response.

1. What new knowledge or skill did you learn on the internship this week? Describe.

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Intern Signature: _____ Date: _____

I verify that the above information is correct and that the intern was in attendance on the above days at the times indicated.

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