

## Weekly Internship Report and Time Sheet

Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Week beginning: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Using complete sentences**, please document 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).

Monday:

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Hours from: \_\_\_\_\_ to \_\_\_\_\_

Tuesday:

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Hours from: \_\_\_\_\_ to \_\_\_\_\_

Wednesday:

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Hours from: \_\_\_\_\_ to \_\_\_\_\_

Thursday:

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Hours from: \_\_\_\_\_ to \_\_\_\_\_

Friday:

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Hours from: \_\_\_\_\_ to \_\_\_\_\_

Total Hours for the Week: \_\_\_\_\_

\_\_\_\_\_ I was not absent at any time this week.

\_\_\_\_\_ I was absent this week.

*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).*

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*If you were absent at all this week, did you call your supervisor to report the absence by \_\_\_\_\_ a.m.? Yes No Why Not? \_\_\_\_\_*

Reflect on the following and respond in complete sentences:

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

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Name a challenge or difficulty that occurred this week. What did you learn?

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What is one new task or goal that you accomplished this week?

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Describe one lesson that God taught you this week or one way that God used you this week.

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*Intern Signature* \_\_\_\_\_

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

*Supervisor Signature* \_\_\_\_\_