

## Quince Orchard HS – Off-Site Intern Weekly Work Log

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_

Location/Placement \_\_\_\_\_

Triple Pd Intern       Double Pd Intern       Single Pd Intern

Date (please fill in the month, day and year for full credit on your logs)	Start Time @ Location	End Time @ Location	Number of Hours Worked
Monday, _____, __, 20__			
Tuesday, _____, __, 20__			
Wednesday, _____, __, 20__			
Thursday, _____, __, 20__			
Friday, _____, __, 20__			
<b>Total Hours Worked This Week</b>			

***\*I, the mentor, confirm the accuracy of this log by signing below***

Mentor's Name (print) \_\_\_\_\_

Mentor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Student Intern:** This sheet must be returned to Ms. Kelly the following Monday along with a 250 word reflection of the week's experiences. Reflection should include what you did during the week and how this experience has influenced you.

**Time Worked:** Explain any changes in your scheduled hours (ex. illness, note any school holidays). For days you are absent, explain in the space below when you plan to make-up the hours you missed. Remember that single period interns are to get 75 intern hours per semester, double period interns are to get 150 intern hours per semester, and triple period interns are to get 225 intern hours per semester. (Intern hours do not include travel time, if you need a travel period, see your counselor.)

***\*I, the student, confirm the accuracy of this log by signing below***

Student's Signature \_\_\_\_\_