**\_\_\_\_\_\_\_\_\_\_ SCHOOL DISTRICT WORK-BASED LEARNING**

**INTERNSHIP TIME SHEET**

**WEEKLY RECORD OF HOURS AND ACTIVITIES**

STUDENT INTERN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STUDENT #: \_\_\_\_\_\_\_\_\_\_\_\_

WORKSITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WEEK OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MENTOR Instructions:** Students are required to keep track of their hours at your worksite and must turn in this time sheet each week. **We ask that you verify and sign the form weekly.** Other feedback is also helpful. If you have questions or concerns, or if the student has not been attending, please call the Work-Based Learning Coordinator at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you.

**Student Instructions:** Please log the date and corresponding arrival and departure times for each day at your intern worksite. **Your worksite MENTOR must sign the form weekly. This form is due to the Work-Based Learning Coordinator every week.** Points will be lost for every day that it is late.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Arrival Time: | Departure Time: | Today’s Hours: |
|  | Activities Performed/Observed: |
| Date: | Arrival Time: | Departure Time: | Today’s Hours: |
|  | Activities Performed/Observed: |
| Date: | Arrival Time: | Departure Time: | Today’s Hours: |
|  | Activities Performed/Observed: |
| **TOTAL HOURS** **THIS WEEK:** |  |

Student Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability.