

## TIME LOG & WEEKLY REFLECTION REPORT

**Directions:** Hours for a given day should be reported (i.e., rounded) to the nearest quarter hour and reported in a decimal form. It is important that lunch hours and breaks be subtracted from total clock hours for a given day. Refer to the Internship Handbook for guidelines on calculating cumulative hours. In the reflection portion of the form, list work duties, activities and/or tasks performed for each week, identify in the academic reflections how each task related to academic coursework or projects completed, and communicate the importance of these duties and activities. Following the listed duties, activities, and tasks, write a paragraph identifying specific **courses** (i.e. FSCN 3445, FAMD 3371, INDS 4330, etc.), **assignments** or **projects** related to each task, and then write a statement evaluating the importance of the tasks. The student should list course numbers in the academic reflections section. The length of a given entry can be adjusted as needed. ***The form must be submitted each week on Blackboard in WORD or PDF format ONLY and must include your site supervisor signature each week.***

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Dates: \_\_\_\_\_ through \_\_\_\_\_

Week Number: \_\_\_\_\_ Business/Organization Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

### Directions for time sheets:

Date:	Weekday:	Time:		Lunch:	Hours:
	Monday		to		
	Tuesday		to		
	Wednesday		to		
	Thursday		to		
	Friday		to		
	Saturday		to		
	Sunday		to		
TOTAL HOURS/WEEK:					
Total Cumulative Hours:					

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print supervisor's name: \_\_\_\_\_

Week of \_\_\_\_\_ to \_\_\_\_\_

Work Duties, Activities & Tasks:

Academic Reflections (connections to previously completed coursework):

Importance of Work Duties (impact of activities on the business):

Anticipated Work Schedule for Next Week:

Anticipated Work Duties, Activities & Tasks for Next Week: