

INTERNSHIP WORK LOG (Term)

Intern's name _____ Week number _____

Date _____ Internship/company name _____

Date	Day	Hours	Primary Duties/Responsibilities
	M		
	Tu		
	W		
	Th		
	F		

Total hours worked _____

Descriptive summary of this week's activities (duties performed, training, meetings, etc.)

Positive learning experiences

Knowledge

Skills

Personal growth

Career development

Challenges or problems encountered

How you'll solve the problem, or what progress you've made in meeting these challenges