

## Internship Daily & Weekly Timesheet

Intern \_\_\_\_\_

Week#: \_\_\_\_\_

Day:	Date:	Time In:	Time Out:	Hours Worked:	Mentor Initials:
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**Total Hours & Minutes Worked This Week**

\_\_\_\_\_

**Total Hours Acquired to Date including this week** \_\_\_\_\_

**Reflection of the Week.** *Write about the skills you have acquired and opportunities you have had this week. If applicable, briefly relate what you have learned to your future goals.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Rate Your Weekly Performance by Using the Following Scale

5=Excellent 4=Very Good 3=Average 2=Fair 1=Poor  
 (Write "NA" if an item does not apply.)

- 5 4 3 2 1 Time on Task (Arrived on time and worked the entire time while on site.)
- 5 4 3 2 1 Time Management (Used time constructively while on site.)
- 5 4 3 2 1 Interested in Assigned Task
- 5 4 3 2 1 Showed Initiative (Was a self-starter, did more than was expected.)
- 5 4 3 2 1 Quality of Work was exemplary
- 5 4 3 2 1 Attitude (Was enthusiastic, energetic, cooperative, and positive.)
- 5 4 3 2 1 Teamwork (Was cooperative, contributing, and productive member of work team.)
- 5 4 3 2 1 Demonstrated willingness to listen to constructive criticism and made effort to improve.

**Comments** \_\_\_\_\_

\_\_\_\_\_

**Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_