

# Weekly Report for Student-Intern

replace with  
**LOGO**

**Internship Program**

[Coordinator's Name]  
[School Name]  
[Street Address]  
[City, ST ZIP Code]  
**Phone:** [phone] | **Fax:** [Fax]  
[Email] | [Website]

**Intern's Name:** \_\_\_\_\_

**Mentor's Name:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Week Start Date:** \_\_\_\_\_

## Documentation

Date	Time In	Time Out	Brief Description of Day's Activities	# of Hours	Mentor's Initials
<b>Total Hours this Week:</b>					

**SUMMARIZE YOUR EXPERIENCES FOR THIS WEEK**

*Minimum of three sentences. Please do not repeat activities mentioned above.*

*Write about your reflections of the experience; what you learned, what you liked or disliked, what you are proud of, what was special to you, etc.*

**CONCERNS**

*Please describe any mentor or student concerns needing the Internship Program Coordinator's immediate attention.*