

## EXECUTIVE INTERNSHIP LOG SHEET

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Internship Site Mentor Name

\_\_\_\_\_  
# of Credits

\_\_\_\_\_  
Internship Site

**Instructions: Duplicate this form. Each student is required to maintain a record of his/her daily attendance and activities. Log sheet is to be turned into the School Internship Teacher each Friday during the internship.**

Date	Time in	Brief Description of the day's Activities	Time out	# of hours	Mentor Initials

Student Signature \_\_\_\_\_ Mentor Signature \_\_\_\_\_