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.*

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

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Mentor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_