



AMERICAN  
COLLEGE

**INTERNSHIP**

**LOGBOOK**



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

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

Student Number: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Duration of Internship: From: \_\_\_\_\_ Until: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Work supervisor name: \_\_\_\_\_

Work supervisor job title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Academic consultant name: \_\_\_\_\_

Academic advisor name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**This logbook should be returned to the College upon completion of the internship.**



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 1

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 2

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 3

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 4

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 5

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 6

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date





# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 7

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 8

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 9

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date



# AMERICAN COLLEGE

## INTERNSHIP LOGBOOK

### WEEK 10

#### SECTION 1 USED BY THE STUDENT

Complete this section at the end of this week or on a daily basis and give the logbook to your work supervisor at the end of this week.

Description of duties executed:


Student Signature

Date

#### SECTION 2 USED BY THE WORK SUPERVISOR

Complete this section and return the logbook to the student. In your comments you may complete anything else which is important that the student omitted to write in section 1, comment on the student's performance and behavior. In addition, you may write about any unexcused absences of the student. By signing this section you confirm your agreement with what the student writes in section 1, so in case there is anything you disagree please clarify it in your comments.

Day	Date	Hrs worked	Day	Date	Hrs worked
Monday			Saturday		
Tuesday			Sunday		
Wednesday				Total	
Thursday				Previous Cumulative Total	
Friday				Cumulative Total	

Supervisor's comments:


Supervisor Signature

Date