

STUDENT INTERNSHIP TIME CARD & ASSIGNMENT REPORT

Complete & sign the form. Must be signed by your worksite mentor
 Upload the form to washk12internships.org

Student Name: _____ School: _____

Worksite: _____ Career: _____

TIMECARD #1 DUE DATES

Semester 1: September 15th | **Semester 2:** February 15th

Approximately 14 hours total due

Attendance records contain class date and duration.				Specific Job Skills: List the new skills and duties you obtained during this internship period. Be specific.		
Date:	Hours:	Date:	Hours:	Example: Observed x-ray exam procedure and coordinated insurance with a secondary provider. 1) 2) 3)		
				Time Card #1 Assignments		
				<input type="checkbox"/> Complete Orientation Packet <input type="checkbox"/> Complete Workplace Safety Quiz <input type="checkbox"/> LinkedIn Post #1 <input type="checkbox"/> Submit Time Card #1		
Include Dates for Absences or Tardiness Abscent (A) or Late (L)						
Date	A or L	Reason for absence				
					Total Hours	
					Total A's +L's	

Mentor Signature: _____ Intern Signature: _____