

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 #3 DUE DATES

Semester 1: November 15th | **Semester 2:** April 11th

Approximately 12 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) | |
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| | | | | Time Card #3 Assignments | |
| | | | | <input type="checkbox"/> Complete Resume Training <input type="checkbox"/> Complete Skills Endorsements on LinkedIn <input type="checkbox"/> LinkedIn Post #3 <input type="checkbox"/> Submit Time Card #3 | |
| 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: _____