

**STUDENT INTERNSHIP TIME CARD & ASSIGNMENT REPORT**

*Directions: Complete & sign form with your worksite mentor then upload time card to Canvas Assignments*

STUDENT NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

WORKSITE: \_\_\_\_\_ CAREER: \_\_\_\_\_

**TIMECARD #3 DUE DATES**

**Semester 1:** November 15th | **Semester 2:** April 19th

Approximately 12.5 hours total due (per class)

Date:	Hours:	Date:	Hours:	Specific Job Skills: List the new skills and duties you obtained during this internship period. Be specific.
11/19/20	1.5			Example: Observed x-ray exam procedure and coordinated insurance with a secondary provider.
				Employer: Please rate intern in the following areas from 1 to 5 (5 being the highest)
				Industry terminology 1 2 3 4 5
				Please circle method used to endorse 5 Skills: selected on LinkedIn completed Form
				Has the intern communicated with you about a possible Letter of Recommendation due next month? Yes No

Total Hours \_\_\_\_\_

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