

Weekly Log Information

Keep a typed log of the hours worked at the agency. Be sure to total up the hours for each week and keep track of your running total. The internship coordinator is not responsible for keeping track of your hours. Before you submit your weekly logs, make sure they are signed by your internship site supervisor. **Submit all your first-half logs along with the midway evaluation once you have completed half of your internship hours (60 hours) and all your second-half logs along with your final evaluations after you have completed all of your internship hours (120 hours). Submit to ajkerins@eiu.edu**

Your work log should be kept in a table form (Word document or Excel spreadsheet) that includes a separate row for each day that you worked at the organization. The log should be in a format similar to the following:

Date	Hours Worked	Description of Work Activities
1/15	9:00-11:00 a.m.	<ul style="list-style-type: none"> • Reviewed employer's policy manual • Met co-workers • Met with supervisor to discuss confidentiality requirements
1/16	9:00-11:00 a.m.	<ul style="list-style-type: none"> • Met with supervisor who assigned me a project comparing data for clients from November to December • Reviewed files describing the training project • Develop weight loss programs for four clients and met with them to discuss their progress.
1/18	1:00-4:00 p.m.	<ul style="list-style-type: none"> • Obtained budget figures from files • Obtained cost figures from Human Resources Director • Created spread sheet and entered heart rates and blood pressures on all members of the morning exercise program.
Total Hours	7 hours	Site Supervisor Signature: