

Texas State University
Center for International Studies
Internship Work Log – IS 4687

This log should be maintained weekly and submitted to the Internship Coordinator by the last class day of the semester or summer session. You must complete a minimum of 300 hours at the internship site although the company/agency may require more.

Name: _____

Company/Agency: _____ Supervisor: _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Total hours worked during internship: _____