

Intern Name: _____

Work site: _____

ENDERSESSION TIMESHEET

Students are expected to complete **145+** internship hours (approx 30 hours per week). Please document hours below and attach additional hours logged if needed.

Day	Date	Clock In and Clock Out	Time	Notes
<i>Example</i>	<i>May 17, 2019</i>	<i>9:00-4:00PM</i>	<i>7 hours</i>	<i>Toured office and met staff. Had a meeting with my mentor about my project creating a promotional video. Took notes. Sent emails to marketing staff...</i>
Monday	May 13	8:40am-11:40am	3 hours	Lesson on stenciling. Started cutting out stencils.
Tuesday	May 14	8:40am-11:40am	3 hours	Finished cutting out stencils, spray painted, and began to cut another stencil.
Wednesday	May 15	8:40am-11:40am	3 hours	Finished spray painting second stencil and practiced painting techniques.
Thursday	May 16	8:40am-11:40am	3 hours	Started making clay pot and began independent art project.

Friday	May 17	8:40am-11:40am	3 hours	<i>Painted clay sculpture and punched holes for bookbinding. Also attended a bonanza lesson.</i>
<i>Saturday</i>	<i>May 18</i>			
<i>Sunday</i>	<i>May 19</i>			
Monday	May 20	8:40am-11:40am	3 hours	<i>Started another clay piece and learned how to thread for book binding.</i>
Tuesday	May 21	8:40am-11:40m	3 hours	<i>Learned how to sew stuffed animals.</i>
Wednesday	May 22	7:15am-6:00pm	11 hours	<i>James Hubbell day 1</i>
Thursday	May 23	7:15am-5:00pm	10 hours	<i>James Hubbell day 2</i>
Friday	May 24			
<i>Saturday</i>	<i>May 25</i>			

<i>Sunday</i>	<i>May 26</i>			
<i>Monday No School</i>	<i>May 27 Memorial Day</i>			
<i>Tuesday</i>	<i>May 28</i>	<i>8:40am-11:40am</i>	<i>3 hours</i>	<i>Worked on plushies</i>
<i>Wednesday</i>	<i>May 29</i>	<i>8:40am-11:40am</i>	<i>3 hours</i>	Worked on plushies and bookbinding
<i>Thursday</i>	<i>May 30</i>	<i>8:40am-11:40am</i>	<i>3 hours</i>	Worked on plushies
<i>Friday</i>	<i>May 31</i>	<i>8:40am-11:40am</i>	<i>3 hours</i>	Worked on plushies
<i>Saturday</i>	<i>June 1</i>			
<i>Sunday</i>	<i>June 2</i>			
<i>Monday</i>	<i>June 3</i>	<i>8:40am-11:40am</i>	<i>3 hours</i>	Worked on plushies

Tuesday	June 4			
Wednesday	June 5			
Thursday	June 6			
Friday	June 7			
<i>Saturday</i>	<i>June 8</i>			
<i>Sunday</i>	<i>June 9</i>			
Monday	June 10			
Tuesday	June 11			
Wednesday	June 12			

Thursday	June 13			
Friday	June 14			
<i>Saturday</i>	<i>June 15</i>			
<i>Sunday</i>	<i>June 16</i>			
Monday	June 17 TPOl			

Mentor Comments:

Mentor Name _____ **Mentor Signature** _____ **Date** _____

Student Name _____ **Student Signature** _____ **Date** _____