

Intern Name: Abby Ridgeway

Work site: Stephen Dalton Architects

INTERNSHIP TIME SHEET

Students are expected to complete **160+** 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
Tuesday	May 15, 2018	12:50-5:10pm	4 hours +20 minutes	Toured office and met staff. First two hours consisted of reviewing past projects and getting to know the team. Last two hours consisted of going through paint chips and writing down which ones needed to be restocked.
Tuesday	May 22, 2018	1:00-5:00pm	4 hours	In the first hour, I finished going through the rest of the paint chips and sat in an office meeting with all staff. Throughout the remaining three hours, I reorganized the binders from groups 3-12 and began organizing the material samples in the lower bins.
Tuesday	May 29, 2018	1:00-5:00pm	4 hours	During the first hour, I labeled some envelopes and started putting stamps on a few of them. Following the labeling, I reorganized and separated the contents inside the five baskets along the lower shelf on near the binders. In the last thirty minutes, I started playing around with sketch up and began measuring the shelves.

Tuesday	June 5, 2018	1:00-5:00pm	4 hours	Today I mainly worked on my project. I finished measuring and creating the base design for the shelves. I also went to the Rancho Santa Fe Fire Department to pick up plans for a project.
Tuesday	June 12, 2018	8:00am-2:30pm	6 hours +30 minutes	SCUBA - Completed confined water dives 2, 3, 4 & 5. This was held at the San Diego Scuba Center (Bonita, CA).
		----- 3:40-5:30pm	----- 1 hour +50 minutes	----- Today, I came in late, but I worked on my model for the shelves and helped when needed.
Wednesday	June 13, 2018	2:30-5:00pm	2 hours	I continued working on my project in the loft and communicated with my mentor on my progress.
Tuesday	June 19, 2018	1:00-5:00pm	4 hours	Today was my last day and I finished working on my model. I also presented my ideas in front of the office staff at the end of the day.

Mentor Comments:

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