

MONTHLY INTERNSHIP LOG

Directions:

1. Record the dates of each week at the site where indicated.
2. Record the total number of hours per week for each activity under the appropriate column.
3. Total the number of hours for the week at the bottom of the week's column.
4. At the end of the month, total the hours spent in each activity by adding the hours across each activity; indicate the total in the monthly totals column.
5. Get the supervisor's signature. Keep this in your file to be submitted to the university internship coordinator at the completion of the internship.

Activities	Week 1	Week 2	Week 3	Week 4	Monthly totals
	From: To:	From: To:	From: To:	From: To:	
Intake interview					
Individual counseling					
Group counseling					
Family Counseling					
Consulting/ intervention					
Psychoeducation					
Community work					
Career counseling					
Report writing					
Case conference					
Supervision Class Individual Group					
Other					
Weekly totals					

Intern's name _____ Date _____

Intern's signature _____

Site Supervisor's name _____ Date _____

Site Supervisor's signature _____