

SAMPLE INTERNSHIP LOG

The actual intern's log of activities should reflect the project objectives of the learning experience and include more detailed information about the activities than those presented in the sample below.

Jan. 1, 2000	Met with Joe Thomas (site supervisor) about the development of my project	1.0 hr
	Discussed the project with the staff that will be involved	2.0 hr
Jan 2, 2000	Called Athens Tech school and made arrangements for a visit with their technology person (Jan Elders) to develop a training program on CD Rom	0.5 hr
	Bought necessary supplies and equipment for the project	2.5 hr
Jan. 3, 2000	Scheduled a meeting with Joe Thomas and the training staff to discuss the training program	
	Made phone calls to investigate similar training programs	1.0 hr
	Wrote up a report to present at the meeting	1.0 hr
	Made copies of the report and distributed it to staff	
Jan. 4, 2000	Met with site supervisor and staff to discuss specific skills training to be developed and outlined the process designing and creating the CD Rom training	3.0 hrs
	Met with Athens Tech (Jan Elders) and went over everything that should be included in the training (graphics, pictures, demonstrations, and written material)	4.0 hrs
	Worked at home developing written material for training Program	4.0hrs.