

Weekly Log

The following is an example of a Weekly Log. The purpose of the weekly log is to provide a means of communicating key information about client progress and direction, site supervision, and how the student is spending his/her time during the internship experience to the university internship supervisor. The internship supervisor will review the logs and provide guidance and support as needed to the student.

The logs are to be in a narrative form and can be either typed or handwritten. Entries can be made either daily or weekly and should reflect a summary of the student's experiences. The length of the weekly log will vary for each student.

INTERNSHIP - WEEK 1 HOURS LOG

Date(s)	Activities	Total Hours
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
Insert date	Provide a bulleted list of the tasks completed and in parenthesis, indicate the amount of time spent on that activity. <ul style="list-style-type: none"> • Task 1 (Amount of time) • Task 2 (Amount of time) 	Insert Hours for the Day
WEEK 1 DIRECT SERVICE	WEEK 1 INDIRECT SERVICE	WEEK 1 TOTAL HOURS
STUDENT'S SIGNATURE: _____ DATE: _____		
SUPERVISOR'S SIGNATURE: _____ DATE: _____		
UNIVERSITY SUPERVISOR'S SIGNATURE: _____ DATE: _____		

Hour's Accounting Form

The following is an example of a form for accounting hours. An hour's accounting form must at minimum identify the number of direct and indirect service hours.

As per CORE Accreditation Standards, students shall have a supervised rehabilitation counseling internship that includes a minimum of 600 clock hours of internship experience in a rehabilitation setting; 240 direct hours. Please use the form below to document your internship hours. Submit this form at the completion of your internship along with your final self-evaluation and supervisor evaluation.

Student Name:		Internship Semester(s):		
Internship Site:		Internship Supervisor:		
Internship Week	Dates	Direct Hours	Indirect Hours	Total Hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				