

**HDFS 449**

**HS-4: Time Report**

**Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Report # \_\_\_\_\_\_ out of 7**

**Instructions:** Please provide a brief overview of the work you completed during this time period. Time Reports are to be submitted by 11:55pm every other Friday.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HOURS WORKED** | | | | | | | | |
| Week | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | **Total** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Total** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WEEKLY ACTIVITY** | | | | |
| Week | Worked on/completed | Worked With | New Tasks/  What’s Next | Other |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**Supervisor**: Please assess the intern’s performance during this bi-weekly period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Major Improvement Needed** | **Some Improvement Needed** | **Meets Expectations** | **Often**  **Exceeds Expectations** | **Consistently Exceeds Expectations** |

Does the Supervisor have any specific comments or concerns they wish to address with Placement Coordinator (absences, professionalism, etc)? Yes No

Site Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student/Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_