



**Department of
Human Development
& Family Sciences**

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 12:00pm every other Saturday. Track time in 15 min intervals (.25)

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:



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: _____