



Adrian College

# ADRIAN COLLEGE INTERNSHIP HOURS

<b>Semester:</b>	Fall <input type="checkbox"/>	Spring <input type="checkbox"/>	May <input type="checkbox"/>	Summer <input type="checkbox"/>	<b>Year:</b>	<input type="text"/>
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<b>Student Name:</b>	<input type="text"/>
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<b>Internship Site:</b>	<input type="text"/>
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<b>Site Supervisor:</b>	<input type="text"/>
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<b>Credit Hours:</b>	<input type="text"/>
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<b>Total Expected On-Site Work Hours:</b>	<input type="text"/>
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NOTE: 40 On-Site Hour's per 1 Credit Hour (1 to 6)

Example: 2 Credit Hours x 40 Hours = 80 On-Site Work Hours

<b>Week Ending:</b>	<input type="text"/>
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Date	Day	In	Out	Total
	Mon AM			
	Mon PM			
	Tue AM			
	Tue PM			
	Wed AM			
	Wed PM			
	Thurs AM			
	Thurs PM			
	Fri AM			
	Fri PM			
	Sat AM			
	Sat PM			
	Sun AM			
	Sun PM			
				<b>Total</b>
				<input type="text"/>

**Example: (Round to 1/4 hr.)**  
 9:00am - 11:15am = 2.25 hrs

Credit hours must be received in the semester in which you have registered. For every one credit, a student must have a minimum of 40 hours logged at the internship site and 5 hours of academic work outside the internship. The academic outside hours will be outlined in your syllabus. (Example 3 credit hours = minimum of 120 logged hours on-site and 15 hours of outside academic work).

**(Reminder that academic hours DO NOT count towards on-site internship credit hours and should not be included in this time sheet. Academic hours will be tracked by your Faculty Sponsor)**

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

**NOTE: A COPY OF ALL HOURS MUST BE SIGNED AND VERIFIED BY SITE SUPERVISOR AND RETURNED UPON COMPLETION TO THE INSTITUTE FOR CAREER PLANNING.**

The Higher Learning Commission requires internship hours to be documented and remain on file at the Institute for Career Planning

\* In order to save content in the Adobe Form, you **MUST** download the document and open it **OUTSIDE** of your browser to effectively save content \*