

ANNEX-3

Sample Student Internship Activity Log

Intern Name: _____ Host Institution: _____

Faculty Supervisor: _____ Reporting Period: (DD/MM/YY – DD/MM/YY)

Instructions:

1. The student-intern is to fill this form by recording major tasks performed by them.
2. Respective internship supervisors are to review and evaluate the student's activity log.

| Weeks | Tasks Performed | Number of Hours |
|---------|-----------------|-----------------|
| Week #1 | ○ ○ | |
| Week #2 | ○ ○ | |
| Week #3 | ○ ○ | |
| Week #4 | ○ ○ | |
| Week #5 | ○ ○ | |
| Week #6 | ○ ○ | |
| Week #7 | ○ ○ | |
| Week #8 | ○ ○ | |
| Week #9 | ○ ○ | |

Site Supervisor signature: _____

Faculty Supervisor signature: _____

Student-Intern signature: _____