

### Weekly Log

The following is an example of a Weekly Log. It may be adjusted or revised to suite your practicum situation. It should include dates, activities, hours and comments. The purpose of the weekly log is to provide a means of communicating key information about progress and direction, site supervision, and how you are spending your time during the internship experience. The internship supervisor will review the logs and provide guidance and support as needed.

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.

Date(s)	Activities	Total Hours	Supervisor Initials and Comments
	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"><li>• Task 1 (Amount of time)</li><li>• Task 2 (Amount of time)</li></ul>		