Work-Based Learning

Record of Hours Worked

STUDENT'S NAME_____ YEAR_____ TERM _____ Period(s) _____

SITE OF INTERNSHIP (unpaid)_____

Each period you are registered for will require 40 hours i.e. if you have 2 periods of internship you would need 80 hours per term.

DATE	ARRIVAL TIME	DEPARTURE TIME	TOTAL HOURS	What did you do today? List tasks and Observations.
Total hours & employer signature are required before submitting to Mr. Ward.		**Total Hours**		

_____

Sponsor's/Employer signature to verify hours

Please use the back of this form if you need to record more hours