Internship Program

Internship Activity Log

Intern Name: ____________________ Mustang I. D. No. ______________

Name of Internship Business: ____________________________________

For each entry, list the following: date; task description; amount of time spent on task; comments such as completed task, did not complete task, issues that arose during task; and any information required by the faculty advisor.

Please set up an excel spreadsheet, using 12 font type, for the Internship Activity Log similar to the example below. The Internship Activity Log may be printed portrait or landscape.

Please include your name on EVERY page.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Time Spent</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
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Please email, hand deliver, fax or mail this completed document:

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