

Northern Illinois University
LGBT INTERNSHIP
TIME SHEET

You are required to complete 120 clock hours of internship to receive credit for this course. On the following page is the form for reporting the number of internship hours you have completed each week. Fill out this form and have your agency supervisor sign it every week; you must then send the forms to the Center for the Study of Women, Gender & Sexuality office at the end of your internship.

Return the forms to:

Northern Illinois University
Center for the Study of Women, Gender & Sexuality
Dr. Kristen Myers
Reavis Hall, Room 103
DeKalb, IL 60115

or Email to wgs@niu.edu

DAILY ACTIVITY LOG

On the back of each weekly time sheet or on a separate sheet of paper, write the day of the week followed by a brief description of what your major activities and responsibilities were for that day.

This is NOT a personal journal in which you write down feelings and emotions; it is simply a log of work you performed each day on the internship. Keep it simple and brief—no more than 3-4 sentences per day at most.

IMPORTANT REMINDER: You are responsible for keeping copies of all of your assignments and forms before sending them to the internship coordinator. It is for your protection to have your own copies of all documents.

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Student: _____

Internship Agency: _____

Week of _____ to _____
Monday Sunday

<u>Day of the Week</u>	<u># of Hours Worked</u>
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____
TOTAL	_____

Agency Supervisor: _____
Signature Date

Running Total of Hours _____