

Form VI Interior Design Internship Weekly Log

Name of intern: _____

Name of host design firm: _____

Work Schedule

Month	Day/Date	Times Worked	Total Time Worked		Projects
			Hours	Minutes	
	Mon./ ____				
	Tue./ ____				
	Wed./ ____				
	Thur./ ____				
	Fri./ ____				
	Sat./ ____				
	Sun./ ____				
					Totals for hours and total for minutes
					Total hours (round minutes to nearest quarter hour, .25, .5, .75, etc.)

The hours worked for the week by the intern are verified by:

Supervisor Signature: _____ Date: _____

(Form VI cont.)

1. List the responsibilities performed during the week:
2. Note any new on-the-job experiences:
3. Discuss any work-related problems and state how you resolved them.