



VILLANOVA
School of Business

Daily Activity Log for Academic Internship

Instructions

Intern must maintain a Daily Activity Log in which he/she records the dates worked, the number of hours completed, the nature of projects, tasks, responsibilities, etc., and the relationship of activities to the Learning Objectives. The Log must be initialed by Supervisor on a regular basis (i.e., once a week). **PLEASE SUBMIT DAILY ACTIVITY LOG WITH YOUR INTERNSHIP PAPER AND STUDENT EVALUATION.**

Intern Name: _____ Internship Position: _____

Sponsoring Employer: _____ Supervisor Name: _____

Supervisor E-mail Address: _____ Supervisor Phone: _____

Date	# Hours Completed	Nature of Projects, Tasks, Responsibilities, etc.	Targeted Learning Objective	Supervisor Initials