

*You should create a file similar like this in Word or Excel for you daily log entry\* Remember that this log entry needs to be TYPED.*

### Internship Log Entry (Page 1)

Intern's Name: Sandra Wu

Internship Organization: Communication Department at the University of Hawaii

Internship Supervisor: Tom Brislin

Interning Period: From August 23 - December 24, 2000

Credit Hours: 3 Credits for 150 Hours

<b>Date</b>	<b>Start/End Time</b>	<b>Description of Activities</b>	<b>Hours</b>
9-01-00	9:30am-12:30pm	<ul style="list-style-type: none"> <li>• Updating all forms for Internship class.</li> <li>• Developing the class homepage on WebCT.</li> </ul>	3
9-02-00	3:00pm-5:30pm	<ul style="list-style-type: none"> <li>• Activating and updating the COM495-L listserv.</li> <li>• Xeroxing syllabus and handouts.</li> </ul>	2.5
9-05-00	9:30am-12:30pm	<ul style="list-style-type: none"> <li>• Scheduling class meeting time</li> <li>• Make reservation for the classroom.</li> </ul>	3
9-06-00	3:00pm-5:30pm	<ul style="list-style-type: none"> <li>• Subscribing students to listserv</li> <li>• Attending faculty meeting</li> </ul>	2.5

Total Hours for this Page: 11 hrs

Total Hours Up To Date: 125 hrs

Supervisor's Signature: \_\_\_\_\_