

CIC Time Log Fall 2024

Keep hours on this spreadsheet, adding new hours each week.

Enter the hours and minutes worked each day this week (e.g., for 1 hr and 35 min, enter 1:35)

Record the tasks you worked on this week.

Meet with your mentor at the end of each week to review tasks and set goals for the following week.

Have your mentor sign it each week and at the end of the semester, both you and your mentor need to sign it.

Submit this document every Tuesday in BSTC 299 to Internship Coordinator or by email to brcarpenter@unm.edu

Student Name: _____

Mentor Name: _____ Company: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total:	Supervisor Signature
Week 1: 9/16-9/22									
Tasks Completed:					Goals for Next week:				
Week 2: 9/23-9/29									
Tasks Completed:					Goals for Next week:				
Week 3: 9/30-10/6									
Tasks Completed:					Goals for Next week:				
Week 4: 10/7-10/13									
Tasks Completed:					Goals for Next week:				
Week 5: 10/14-10/20									
Tasks Completed:					Goals for Next week:				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total:	Supervisor Signature
Week 6: 10/21-10/27									
Tasks Completed:					Goals for Next week:				
Week 7: 10/28-11/3									
Tasks Completed:					Goals for Next week:				
Week 8: 11/4-11/10									
Tasks Completed:					Goals for Next week:				
Week 9: 11/11-11/17									
Tasks Completed:					Goals for Next week:				
Week 10: 11/18-11/24									
Tasks Completed:					Goals for Next week:				
Week 11: 11/25-12/1									
Tasks Completed:					Goals for Next week:				
Week 12: 12/2-12/8									
Tasks Completed:					Goals for Next week:				
Week 12: 12/9-12/15									

Total =

Student Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

