



Log of Internship Contacts

Student Information	
Student Name:	Grade Level:
School:	Program:
Employer:	Work-site Mentor:
Internship Start Date:	Internship End Date:

Purpose of Visit:

Observation of student
 Visit with work site mentor
 Evaluation
 Problem situation

Other, explain _____

1. It is recommended that each site be visited at least one time before the student is placed to ensure the safety and proper training of the student.
2. Each student should be visited periodically at the work site to check progress, attendance, appropriate work assignments, safety, etc. A minimum of one visit per nine weeks is recommended for all students.
3. Please document visitation below:

Date of Visitation:	Person Making the Visit:
Observations/Suggestions/Recommendations:	

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