

Student Internship Work Record Form

This **student internship work record form sample** is designed to accurately document the tasks and experiences gained during an internship. It helps both students and mentors track progress, skills developed, and overall performance. Utilizing this form ensures a comprehensive internship evaluation and successful skill assessment.

Intern Information

Name	Student ID
Institution	Program/Major
Internship Company	Department
Internship Period	to
Intern Supervisor	Contact

Weekly Work Record

Week No.	Dates	Main Tasks & Activities	Skills Developed	Remarks/Comments
1				
2				

Overall Assessment

Evaluation Criteria	Comments
Professionalism	
Communication Skills	
Teamwork	
Problem Solving	
Attendance	
Overall Performance	

Signatures

Student Name & Signature	Date
Supervisor Name & Signature	Date