

# 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	