

3.1 COMPLETED HOURS

 Student Name _____ Student ID # _____ Date _____

Start Date _____ End Date _____

This form is designed to help you track the hours you've worked, for which you are responsible. Transfer the total hours from your "**2.1 Internship Monthly Report**" form and continue adding your monthly total to this form each semester, so you and your instructor can track the cumulative hours you've completed. You must submit this form at least **24 hours before your end-of-semester presentation appointment**. Failure to meet this deadline will affect your grade. Look for the specific dropbox on LearningHub to submit this form.

Place of Internship	Year / Month	Hours
Total:		