

Old Dominion University | Human Services Program
HMSV 468: Internship in Human Services | Weekly Intern Log

Directions: Complete this form weekly for the duration of your internship. Submit to the course instructor for your student file. Do not submit if it is incomplete or without your site supervisor's signature and date of approval.

Student Name:	Week #:	Dates:
Agency Name:	Site Supervisor:	

This Week	Total Accumulated this Semester
Direct Hours:	Direct Hours:
Indirect Hours:	Indirect Hours:

Direct Hours Descriptions (indicate the number of hours spent with clients for each activity):

	Individual Service		Group Service
	Family Service		Assessment
	Phone Calls/ Online Meetings		Intake
	Other (describe):		

Indirect Hours Descriptions (indicate the number of hours spent for each activity):

	Individual Supervision (with site supervisor)		Additional Individual Supervision (with course instructor)
	Administrative Duties		Case Management/ Documentation
	Staff Meetings/ Treatment Plan Meetings		Trainings
	Public Relations, Outside Presentations, or Consultation with Other Agencies		Selfcare Activity (maximum of 1 hr. per Week to be counted)
	50 Indirect hours from HMSV 368 (count for 1 week only)		Other (describe):

I have reviewed this week's log completed by the ODU Human Services Student Intern.

Site Supervisor Signature: _____

Date: _____