

I.T INTERNSHIP LOGBOOK

Intern's Information

Name of Intern: _____

Institution/University: _____

Course of Study: _____

Internship Place: _____

Internship Period (From-To): _____

Supervisor's Name & Contact: _____

WEEKLY ACTIVITY LOG

Week No.: _____

DATE	DAY	TASKS / ACTIVITIES PERFORMED	SKILLS / TOOLS USED
___/___/___	Monday		
___/___/___	Tuesday		
___/___/___	Wednesday		
___/___/___	Thursday		
___/___/___	Friday		
___/___/___	Saturday		

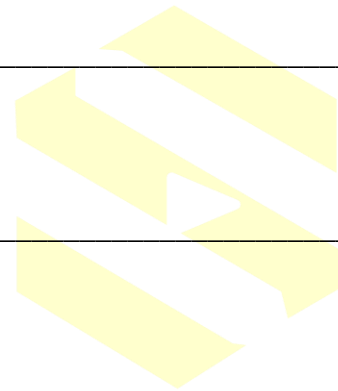
WEEKLY SUMMARY

Summary of Work Done:

Skills Gained:

Challenges Encountered:

Solutions / Improvements:



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SUPERVISOR'S WEEKLY EVALUATION

Punctuality: Excellent Good

Fair Poor

Technical Skills: Excellent Good

Fair Poor

Teamwork: Excellent Good

Fair Poor

Communication: Excellent Good

Fair Poor

General Comment:

Supervisor's Name & Signature: _____ and M Date: _____ Company



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FINAL EVALUATION

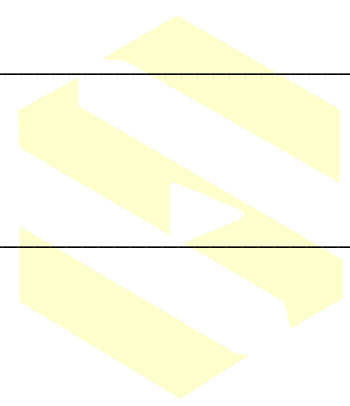
Overall Performance: Excellent Good Fair Poor

Strengths Observed:

Areas for Improvement:

Recommendation:

Supervisor's Name & Signature: _____ Date: _____



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