KANSAS CITY ART INSTITUTE

A four-year college of art and design

Professional Internship Program

Activity Log Time Sheet

For a 3 credit hour internship, students are required to work a minimum of 90 hours with their internship site.
For a 6 credit hour internship, students are required to work a minimum of 180 hours with their internship site.

Student Name_____ Major_____

Supervisor Name_____ Site_____

DATE	ACTIVITY (Brief Description)	TIME IN	TIME OUT	TOTAL HOURS	Supervisor Initials
		FINAL	**TOTAL:**		

Supervisor Signature_____Date_____

Student Signature_____Date_____

****Submit your completed Time Log with your final evaluation****