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

Directions: Complete form weekly for the duration of internship. Submit to the course instructor for the student file. Do not submit if incomplete or without site supervisor’s initials and date of approval.

Student Name: ___________________________ Week of: ______________________

Agency Name: ___________________________ Site Supervisor: ______________________

Direct Service Work (Record all hours here done directly with clients; this may include face-to-face, crisis services in person or over the phone, assessments, intakes, etc.)

Direct Service to individual clients  _____ hours
Direct Service in group format  _____ hours
Direct service to families  _____ hours

Total direct hours for this week  _____

Indirect Service Work (Record all hours here completed for the site without clients present)

Case Recordings/Clinical Documentation (Writing case notes/case plans, reports, Proposals, etc.)  _____ hours
Staff Meetings/Treatment Plan Meetings  _____ hours
In-Service Training  _____ hours
Public Relations, outside presentations or consultation with other agencies  _____ hours
Internship Class Attendance  _____ hours
Additional Individual Supervision (Course Instr)  _____ hours
Individual Supervision (Site Supervisor)  _____ hours
Other__________________________  _____ hours
    (please specify)

Total indirect hours for this week  _____

Number of Direct Client Contact hours to Date  _____
Number of Total Internship Hours to Date  _____

Total Internship hours for this week  _____

I have reviewed this week’s log completed by the ODU Human Services Student Intern.
Site Supervisor’s Initials and Date: _______
THE REMAINDER IS FOR USE WITH MAIN CAMPUS CLASSES ONLY

**ACTIVITY REPORT:** Describe your assignment within the agency this week by responding to the following questions. Please be as specific as you can, citing appropriate and helpful examples.

1. What specifically am I expected to do this week?

2. In what ways is my assignment different than at the time of the last report?

3. Mention specific learning or practice objectives that you and/or your supervisor have developed for you for this week.

4. Delineate new areas of growth and development during this report period (please be specific). How will you apply these areas in the near future?

5. Are there tasks or assignments which you would like to have added to your workload? If so, identify them and explain why you wish you to have them added along with what steps you plan to take to do so.

6. Describe any major practice problems you feel you are having.

7. Assess your own performance during this report period. Please provide specific examples.
Internship Concerns:
Indicate any internship-related problems that you are experiencing. What steps have you already taken to resolve the problem? Is your site supervisor aware of this problem?

Please indicate any matter that you feel requires the assistance of the course Instructor.