

Internship Report Template

Please use the form below as your internship report template. It should be complete, typed, and e-mailed to the Training Coordinator within 3 days of internship date (Monday Internship = Wednesday Due Date by Noon)(Friday internship = Monday Due Date by Noon). No handwritten reports will be accepted. The school will verify all reported hours from the student with the internship employer. Internship reports should include detailed information including; tools, equipment, procedures, industry terminology, and skills learned. To pass the internship portion of the program, you must receive weekly passing grade of 70% or higher AND accumulate a required minimum 63 hours first term and 66 hours second term.

* All completed reports are subject to review by school committee members, internship employer, staff, instructors, government officials, and accrediting agency representatives.

Student Name:

Date of Internship:

Company Name:

Supervisor Name:

Total hours you interned? (when you arrived and left)

Please describe your calls/jobs in order and remember to include method of diagnosing, how or if the problem was fixed, what type of installation was performed, and the end result of each.

1.

2.

3.

4.

What tools and equipment were used during the day?

What safe practices were involved during the day?

What did you most like about your internship day and why?

What did you least like about your internship day and why?