

Name _____

ID # _____

Date _____

MAST ACADEMY INTERNSHIP PROGRAM

Program Requirements/Assignments

THIS SIGNED FORM MUST BE RETURNED TO THE MAST ACADEMY OUTREACH OFFICE IN ORDER TO CONFIRM YOUR REGISTRATION IN THE MAST INTERNSHIP PROGRAM.

I. Proposed Internship Activities: This is a description of the focus and types of activities that the student and mentor have planned for the entire year of the internship. It is to be completed on the Time Schedule of Proposed Activities form and is required for all off-campus placements. This summary is part of the first quarter's Internship grade. See Program Calendar for due date.

II. Log Sheets: Must be signed or initialed by mentor and faxed, mailed or hand-delivered to the MAST Academy Outreach Office each grading period. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period.**

I UNDERSTAND THE PROGRAM REQUIREMENTS IN REGARDS TO THE PROPOSED ACTIVITIES, LOG SHEETS AND ASSIGNMENTS, AS DESCRIBED ABOVE. I ALSO UNDERSTAND THAT INTERIM PROGRESS GRADES WILL NOT BE ISSUED IN THIS COURSE UNLESS REQUIRED DOCUMENTS ARE NOT SUBMITTED BY THE DUE DATE.

Student
Signature _____

Parent/Guardian
Signature _____

MAST ACADEMY INTERNSHIP PROGRAM

Internship Log Sheet 2018-2019

Name_____ ID#_____ Date_____

Internship Site_____ Mentor's Name_____

Location/Department_____ # of Credits (1 or 2 periods) _____

Instructions: Each student is required to maintain a record of his/her daily attendance and activities. It is to be **hand-delivered** by the student to the MAST Academy Outreach Office by the assigned date located on student portal. Total hours, student and mentor signatures are also required. **Failure to submit signed log sheets before the end of each grading period will result in a failing grade for that grading period. This failing grade will not be reversed.**

Date	Time In	Brief Description of the Day's Activity	Time Out	# of Hours	Mentor's Initials
			TOTAL HOURS		

Student Signature_____ Mentor Signature_____

