

Graduate Healthcare Management Internship

Internship Activities Log

Student Name: _____

Session: _____ Mentor: _____

Faculty: _____

- **Note: The Internship Activities/Competencies/Reflections Log will be submitted via Blackboard each week.**
- **Required Hours:** Internship consists of a minimum of six (6) hours per week of supervised experience in concentration area.
- **Instructions:** You must maintain a weekly time log plus an activity/Health Leadership Competencies (HLCs) /reflection log for each week of your capstone.
- In this log you will record your Internship hours, your activities associated with those hours, the HLCs you demonstrated during that week, and your reflections for the past week.
- Conference calls that are directly tied to an Internship planned activity *can* be included as Internship hours.
- Travel time to and from the Internship organization and time spent working on portfolio cannot be included.

Due Dates:

Student Logs will be submitted each week by 11:45 PM Monday. An example will be provided in the Blackboard course site.