

INTERN DAILY TIME AND ACTIVITY REPORT

Complete (typed) and sign (intern and intern supervisor) the *activity report* daily. Bundle these daily reports weekly and upload to the *ENGAGE* course shell no later than the Sunday following the “*Work Week.*”

Intern’s Name: _____

Sponsoring Company’s Name: _____

Week of: _____ today’s Date: _____

Hours Worked this day: _____ this week: _____

SECTION I: Description of specific work experiences occurring this day and their relationship to construction management.

SECTION II: Observations and insights related to the nature of “*leadership and/or management styles*” of construction managers.

(Intern) Print Name

Intern Signature

(Date)

(Supervisor) Print Name

Supervisor’s Signature

(Date)