

## Internship Completion Form

This form should be filled out and submitted to a school counselor after completing your internship. Your counselor will keep track of your hours, but you should, too! Make a copy for yourself. Legere has students with last names beginning with the letters A-L, and Pitkin has students with last names beginning with the letters M-Z.

**Student's Full Name:** \_\_\_\_\_

**Current grade:** \_\_\_\_\_

**What type of agency hosted your internship?** (Check all that apply):

- Business
- Non-profit Organization
- Educational Institution/School
- Metropolitan Business Academy
- Other: \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Address of Site:** \_\_\_\_\_

**Name of Internship Supervisor:** \_\_\_\_\_

**Supervisor's Phone Number:** \_\_\_\_\_

**Supervisor's Email Address:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

**Answer all of the following.**

Describe your internship. What responsibilities did you have? What were the outcomes, achievements or contributions you made?

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What skills have you learned, or did you learn any skills that correspond to the 21st Century Competencies? Will these skills help you in the future?

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**By signing this form, you certify that the hours:**

- Were not performed at a religious service
- Were not supervised by a relative
- Were completed outside of class time

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*Please bring a signed copy to your guidance counselor and be sure to keep a copy for yourself as you will be asked to talk more about your internship experience during your senior portfolio presentation.***