Eastern Florida℠
STATE COLLEGE
Career Services

HOURS REPORTING LOG

Directions: Record the number of hours each time that you are at your location. Your supervisor should initial each time you are earning hours and then verify your total hours. Calculate the daily hours and the total hours.

Student Name _____ Student B# _____

EFSC Instructor _____ Course # _____

Name of Location _____ Company Phone #_____

Supervisor Name _____

Type of Activity ☐ INTERNSHIP ☐ PRACTICUM ☐ CAPSTONE

DATE	START TIME	END TIME	TOTAL HOURS	SUPERVISOR

TOTAL HOURS _____

BY SIGNING BELOW, I VERIFIY THAT ALL INFORMATION ON THIS LOG IS CORRECT.

Supervisor Signature _____ Date _____

Student Signature _____ Date _____