

# Jan Term Record of Work Hours

Salem Academy Fax Number: (336) 917-5297

Student's name: \_\_\_\_\_

As you know, you are required to work a *minimum* of 6 hours a day (not including lunch) for the 14 days of your internship in order to earn a satisfactory grade. Please use this sheet to record your hours for each day and have your field advisor sign your form at the end of each week. We should be able to phone your field advisor to verify the hours listed below. ***You must use pen.***

## Week One

Monday                      Tuesday                      Wednesday                      Thursday                      Friday  
1/7                              1/8                              1/9                              1/10                              1/11

Start time


End time

Field Advisor Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Week Two

Monday                      Tuesday                      Wednesday                      Thursday                      Friday  
1/14                              1/15                              1/16                              1/17                              1/18

Start time


End time

Field Advisor Signature: \_\_\_\_\_

## Week Three

Monday                      Tuesday                      Wednesday                      Thursday                      Friday  
1/21                              1/22                              1/23                              1/24                              1/25

Start time


End time

Field Advisor Signature: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_

**Reminder: You must work daily and may not “bank” extra hours to take days off. This is a daily commitment, and—just like missing school—you will be penalized for unexcused absences and expected to make up excused absences. The Salem Academy Honor Code applies to all Jan Term documentation.**