

Jan Term Record of Work Hours

Student Name: _____

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 this form at the end of each week. Note your lunch time, but *do not* calculate this time in your work hours. Record the number of hours worked each week in the final column each week. Your Jan Term advisor may phone or email your field advisor to verify the hours listed below. ***You must use pen.***

Week One	Monday 1/6	Tuesday 1/7	Wednesday 1/8	Thursday 1/9	Friday 1/10	Total Weekly Hours	
Start Time							
Lunch							
End Time							

Field Advisor Signature: _____ Phone Number: _____

Week Two	Monday 1/13	Tuesday 1/14	Wednesday 1/15	Thursday 1/16	Friday 1/17	Total Weekly Hours	
Start Time							
Lunch							
End Time							

Field Advisor Signature: _____ Phone Number: _____

Week Three	Monday 1/20	Tuesday 1/21	Wednesday 1/22	Thursday 1/23	Friday 1/24	Total Weekly Hours	
Start Time							
Lunch							
End Time							

Field Advisor Signature: _____ Phone Number: _____

Total Hours Worked during Jan Term: _____

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.