



DILLARD COLLEGE OF
Business Administration

ACADEMIC INTERNSHIP PROGRAM

Activity Log Coversheet and Guidelines for Excel Spreadsheet

STUDENT NAME:	MUSTANGS ID:
EMPLOYER/INTERNSHIP SPONSOR:	SEMESTER/YEAR:

- You must set up an Excel spreadsheet, using 12 font type, for the Internship Activity Log similar to the example below.
- Please include your name on every page.
- For each entry, list the following: date; task description; amount of time spent on task; comments.
- Use the “Sum” function to total your hours in the “Time Spent” column.
- The Internship Activity Log may be printed portrait or landscape.

Date	Task Description	Time Spent	Comments
		<i>Use decimal number to indicate time spent in internship activity to the quarter of an hour, i.e. “2.5” or “4.25.”</i>	<i>This could include “completed task,” “did not complete task,” or any notes about the task you would like to include.</i>

Please email, hand deliver or mail this completed document:

Internship Faculty Secretary
Midwestern State University
Dillard College of Business Administration
3410 Taft Blvd.
Wichita Falls, TX 76308-2099
Phone: (940) 397- 4380 Email: pattie.redder@msutexas.edu