**On-Campus Intern (VPS/Peer Counseling) Weekly Duties Report**

Instructions: As an on-campus intern, your job for this course is to provide daily support and assistance at your assigned location, under the direction of your supervisor. Each week, you will print and fill out this form (or pick up a copy from the Internship Station near the front office), writing down the **date**, the **tasks accomplished** each day, and then **have your supervisor sign** daily (as you will only be having your internship course three days a week due to block scheduling, only three rows are included below).

Take a photo of the completed form or scan the form as a pdf and upload to Schoology at the end of EVERY week. The assignment is due each Friday by 11:59 pm. It must be uploaded to your VPS or Peer Counseling Schoology course. Grades will be entered into HAC. Do not reference Schoology for assignment completion grades.

Again, this is due at the end of each week, by Friday at 11:59 pm. Please make sure to fill in your name on your work before submitting!

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **DATE** | **TASKS ACCOMPLISHED** | **SUPERVISOR SIGNATURE** |
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