

EXTERNSHIP STATUS UPDATE

Student Name	Student Contact Number	Student email address	Placement Contact Information	Placement Contact Name	Placement Contact Number	
Document	Please report first day of work.	Due date (within 7 days of their first day at placement).	Submitted date	Remarks		
Externship Agreement (Due within 7 days of first day at placement).						
Student Contact and Certificate of Professional Ethics Form (Due within 7 days of first day at placement).						
Student Goal Sheet (Due within 7 days of first day at placement).						

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<p>Student Goal Memo to Supervisor. (Due within 14 days of first day at placement. Please tender to your supervisor and cc a copy to me).</p>						
<p>Student Exit Evaluation (Due within 7 days of last day).</p>						
<p>Supervisor Exit Evaluation (Due within 7 days of last day).</p>						

EXTERNSHIP STATUS UPDATE

Timesheets	Week	Week of _____	Due Date The Friday of the following week, by close of business.	Date Submitted	TOTAL HOURS WORKED FOR THIS WEEK	TOTAL HOURS WORKED TO DATE
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					

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	12					
	13					
	14					
	15					