|  |
| --- |
| **Ritsumeikan Asia Pacific University (APU)**  **Graduate School of Management (GSM)**  **Record of Internship Attendance (to be filled out by the intern)** |

Please fill in every day after you finish working and receive your supervisor’s signature / seal.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student (Intern) Name** | Family Name 　　　　　　　　　 First Name | | | | | | |
| **Period of the Internship** | Month | Day | Year | -- | Month | Day | Year |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Date** | **Day** | **Work Duties** | **Start Time** | **End Time** | **Hours** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | | **Total No of Hours** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internship Supervisor Name |  |  | Signature |  |
| Date (mm/dd/yy) |  |  | |  |