WEEKLY INTERNSHIP LOG
PUBLIC HEALTH
(Sample)

Student _____ Site_____

Week Number _____

Hours Worked M 8am-1p___T _____ W 8am-1pm R_____ F 8am-1pm__

Activities

1. *Met with supervisor to develop recruitment strategy for smoking cessation program.*
2. *Conducted literature search on effective smoking cessation programs.*
3. *Contacted 10 local businesses to identify possible sites.*
4. *Attended a planning meeting on upcoming budget review.*
5. *Meet with committee for planning of annual health conference.*

Observations

1. *Planning for conference requires more lead-time than I thought.*
2. *Three of ten businesses contacted are potentially interested.*
3. *Some companies felt they were doing enough for employee health.*
4. *Many smoking cessation programs available need to choose more feasible one*

Planning For Next Week

1. *Meet with personal department of each interested company.*
2. *Meet with supervisor to select smoking cessation program.*
3. *Contact guest speakers for conference.*
4. *Make reservations for conference meeting rooms and A/V equipment.*