

20 학 년 도 학 기

# Internship Practice Diary (Interim)

Internship Period	From 20 . . (total ____ days To 20 . . total ____ hous)	
Internship Company		
Internship Student	Department	
	Student ID	
	Name	(Sign)

※ Attached: ①Internship Performance Record ②Attendance sheet

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<https://www.wsu.ac.kr>

## ■ Student Information

University		Department	
Name		Student ID	

## ■ Attendance Sheet

Year	Week	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Total Present	Total Absent	Total Holiday
		Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT			
2023	Week 1																	
	Week 2																	
	Week 3																	
	Week 4																	
	Week 5																	
	Week 6																	
	Week 7																	
	Week 8																	
	Week 9																	
	Week 10																	
	Week 11																	
	Week 12																	
	Week 13																	
	Week 14																	
	Week 15																	
	Week 16																	

### How to Write

- Year : Write the year corresponding to the weeks
- Week : Write the weeks that the internship was conducted (If the internship was conducted for more than 16 weeks, write additional weeks)
- Day : Write in month/day format (ex : December.28 → 12/28)
- AT(Attendance) : Write one of Present(P), Late(L), Absent(A), Holiday(H)
  - Present : When attendant normally.
  - Late : If it comes out after the time set on the date of the internship and is treated as late (in the number of days of practice, it is treated as an attendance date, but the score is reflected in the attendance attitude)
  - Absent : Where he/she does not appear on the date of internship other than a holiday (if there is an unauthorized absence, consultation with the university is required)
  - Holiday : Closed days of the industry (where the internship is not conducted due to the closed days prescribed by the industry), holidays granted (allowed) to students other than the closed days of the industry.
- Present/Late/Absent/Holiday Count : Write each days, and total must be 7days.

Example		Mon		Tue		Wed		Thu		Fri		Sat		Sun		Total Present	Total Absent	Total Holiday
Year	Week	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT	Day	AT			
2021	Week 1	12/28	P	12/29	L	12/30	P	12/31	P	1/1	P	1/2	H	1/3	H	5	0	2
2022	Week 2	1/4	P	1/5	P	1/6	H	1/7	P	1/8	A	1/9	H	1/10	H	3	1	3

# ① Week \_\_\_\_\_ Internship Performance Record

Month.day (day of week) Working Hours	Duty(Work)name	The details of main duty(work)	Daily inspection	
			Confirmer	Department head
(ex) 11. 07.(Mon) 09:00 ~ 18:00	(ex) Internship work	(ex) Received internship application from student and sorted out it.		
. .(Mon) : ~ :				
. .(Tue) : ~ :				
. .(Wed) : ~ :				
. .(Thu) : ~ :				
. .(Fri) : ~ :				
. .(Sat) : ~ :				
. .(Sun) : ~ :				