

# Bates Technical College Work-Based Learning Training Time Report

Name \_\_\_\_\_ Program \_\_\_\_\_

Employer \_\_\_\_\_

On the following chart, fill in the number of hours worked each day from the first of the month through the last working day of the same month. The completed form is to be given to your instructor at the end of each month so that you can be given credit for the hours completed.

Work-Based Learning Report Month \_\_\_\_\_ Year \_\_\_\_\_

1		2		3		4		5		6		7	
8		9		10		11		12		13		14	
15		16		17		18		19		20		21	
22		23		24		25		26		27		28	
29		30		31									

Total number of hours worked \_\_\_\_\_

I hereby certify that during this month I completed the hours listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Confirmation \_\_\_\_\_ Date \_\_\_\_\_  
(or attach time sheet or other documentation)

Instructor Approval \_\_\_\_\_ Date \_\_\_\_\_

Please use the space below to briefly describe how the internship is progressing and whether you have any specific issues that warrant discussion.