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| College of Business  **Female Branch – Rai Zakhir – Umm Al-Qura University**  **Telephone: +966 12 572 6697 – Email: badmin\_f@uqu.edu.sa** |  |

Internship Details

Work Activities Log

|  |  |  |
| --- | --- | --- |
| Date | Internship Organized By: | For: |
| [Date] | [Company Name] | [Student’s Name]  [Student ID] |

# Period

The internship begins on [Click to select date], and continues through [Click to select date].

# Work Assignments

The student is required to fill out a work activities log for the duration of the internship, based on the following:

| Date | Activity Description | Duration |
| --- | --- | --- |
| [Date the work task was carried out] | [Describe the work task carried out] | [Duration of activity, e.g. hours/minutes] |
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