

INTERNSHIP TIME SHEET

Please keep one time sheet for yourself and give one time sheet to your site supervisor to serve as a sign-in sheet to document your internship hours. Give a copy of the completed time sheet to your professor at the halfway point, and again at the end of your internship.

Student Name:				Internship Site:			
For the Period Beginning date				To Ending date			
Beginning date				Ending date			
Date	Arrival Time	Departure Time		Partner Site		<u>Total Hours</u>	Verified By
TOTAL HOURS:							

Site Sponsor Signature

Date

Student Intern Signature