

## *Internship Time Sheet*

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*To be submitted each Monday following last week worked*

Name: \_\_\_\_\_ *A-day* \_\_\_\_\_ *B-day* \_\_\_\_\_ *Period* \_\_\_\_\_

Week Ending: \_\_\_\_\_

<i>Day</i>	<i>Date</i>	<i>Time In</i>	<i>Time Out</i>
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			

*Total Number of Hours Worked:* \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Days Absent this Month**

\_\_\_\_\_  
**Employer/Internship Site**