

TIMESHEET

Please complete this form as you progress through your internship and include it in your Internship Portfolio. You can use this form or have your supervisor sign any other document that shows this information. Either way, it must include your employer's signature and a tally of the total hours worked.

Intern's Name: _____
 Quarter & Year: _____
 Internship Title: _____
 Company Name: _____
 Supervisor's Name: _____

Week Beginning:	Hours Completed:	Week Beginning:	Hours Completed:
		Total Hours:	

Student's Signature: _____ Date: _____

Employer's Signature: _____ Date: _____