

# Philip Merrill College of Journalism

## Supervised Internship Timesheet – Spring 2024 – JOUR 396

Please fill out this sheet, providing dates and the number of hours completed for each week. Student and supervisor signatures are required at the middle and end of the semester to verify the student's hours. Work must be performed on the job site, on assignment or another location approved by the employer and internship coordinator: **90 hours/10 weeks required MINIMUM**. When completed, return to: Karen Denny: [kdenny12@umd.edu](mailto:kdenny12@umd.edu).

- **Deadlines to turn in signed timesheets, Spring 2024 – Friday, March 15, and Thursday, May 9, both by 11:59 p.m. Hours/weeks must have been completed between Jan. 24 and May 9, 2024, to be counted.**

\_\_\_\_ Benjamin Ferraro \_\_\_\_\_  
Intern's Name (please print)

\_\_\_\_ uInterview \_\_\_\_\_  
Media organization (please print)

\_\_\_\_ Erik Meers \_\_\_\_\_  
Supervisor's name and phone number (please print)

### FIRST HALF TIMESHEET

WEEK OF \_\_\_\_\_ Jan 28 \_\_\_\_\_ 5 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Feb 4 \_\_\_\_\_ 7 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Feb 11 \_\_\_\_\_ 6 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Feb 18 \_\_\_\_\_ 7 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Feb 25 \_\_\_\_\_ 7 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Mar 3 \_\_\_\_\_ 7 \_\_\_\_\_ hours

\_\_\_\_\_ 39 \_\_\_\_\_ TOTAL hours

**SUPERVISOR SIGNATURE & DATE (MIDTERM):**

**STUDENT SIGNATURE & DATE (MIDTERM):** Benjamin Ferraro

### SECOND HALF TIMESHEET

WEEK OF \_\_\_\_\_ Mar 10 \_\_\_\_\_ 10 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Mar 17 \_\_\_\_\_ 6 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Mar 24 \_\_\_\_\_ 7 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Mar 31 \_\_\_\_\_ 0 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Apr 7 \_\_\_\_\_ 7 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Apr 14 \_\_\_\_\_ 9 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Apr 21 \_\_\_\_\_ 7 \_\_\_\_\_ hours

WEEK OF \_\_\_\_\_ Apr 28 \_\_\_\_\_ 6 \_\_\_\_\_ hours

\_\_\_\_91\_\_\_\_ TOTAL hours

**SUPERVISOR SIGNATURE & DATE (FINAL):**

**STUDENT SIGNATURE & DATE (FINAL):** Benjamin Ferraro

\_\_\_\_91\_\_\_\_ TOTAL hours