

**UNIVERSITY OF WESTMINSTER**  
**Business Experience Team**

**WEEKLY TIMESHEET: INTERNATIONAL "STUDY ABROAD" INTERNSHIP**

*In order to gain credit for your internship, it is imperative that your timesheet is completed on a weekly basis, and emailed as an attachment to [bosschas@my.westminster.ac.uk](mailto:bosschas@my.westminster.ac.uk).*

**REMEMBER: NO TIME SHEET – NO CREDITS!**

**NAME** ..... Yuya Yoshida  
**ORGANISATION** ..... WASO

**Week**    1      2      3      4      5      6      7      8      (please circle)

**Week Commencing (Date)**    12.2.2018 – .....

	START TIME	LUNCH DURATION	FINISH TIME	TOTAL HOURS
Monday	<u>8:30</u>	<u>1h</u>	<u>18:00</u>	<u>8.5h</u>
Tuesday	<u>8:30</u>	<u>1h</u>	<u>18:00</u>	<u>8.5h</u>
Wednesday	<u>8:30</u>	<u>1h</u>	<u>18:00</u>	<u>8.5h</u>
Thursday	<u>8:30</u>	<u>1h</u>	<u>18:00</u>	<u>8.5h</u>
Friday	<u>8:30</u>	<u>1h</u>	<u>18:00</u>	<u>8.5h</u>

**TOTAL WEEKLY HOURS WORKED**    42.5h

**Sickness:** If a student has an authorised sick day, please indicate 'sick' in the relevant day.

Signed: ..... Yuya Yoshida ..... (Student)      Date: 12.02.2018  
Signature: ..... [Signature] ..... (Manager)      Date: .... / .... / ....