

INTERN TIMESHEET AND DAILY LOG

Keep a daily record of your hours and major activities. You and your work-site supervisor must sign this form each week to verify your hours worked. All timesheet/logs must be submitted to your internship faculty on record with your final report. Use one sheet for each week (you will need to print multiple copies).

Intern: _____ Site: _____

Work-site Supervisor: _____

Week of: from ____/____/____ to ____/____/____

Date	Time In	Time out	Time in	Time out	Daily hours	Major Activities

Total hours for week _____

Intern Signature: _____ Date: _____

Work-site Supervisor Signature: _____ Date: _____