

#  **Internship Program Weekly Timesheet**

|  |  |
| --- | --- |
| Name of Internship Host Site |  |
| Intern’s name |  |
| Internship Program Advisor’s Name |  |
| Host Site Supervisor’s Name |  |

Week (indicate below the current week with an “x”).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Date | Start time | End time | Total hours | Comments (What did you do?) |
| Sunday |  |  |  |  |  |
| Monday |  |  |  |  |  |
| Tuesday |  |  |  |  |  |
| Wednesday |  |  |  |  |  |
| Thursday |  |  |  |  |  |
| Friday |  |  |  |  |  |
| Saturday |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total hours for the week |  | Cumulative total hours for the semester |  |

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Site supervisor’s signature Date