



Internship Program

WEEKLY DIARY AND TIME SHEET

A diary and time sheet must be completed, signed and submitted **every two weeks** to the Internship Coordinator. An Intern can start counting hours once registered and enrolled in the Internship Program.

(Student's Last Name, First Name)

Internship Site

Diary: Write 1 – 2 sentences about your experiences each week.

Week of: / /2010

Week of: / /2010

Total Hours Worked Each Day for Week of: / / 10 **Round to nearest half hour**

Monday	_____	Friday	_____	Week's Total	_____
Tuesday	_____	Saturday	_____		
Wednesday	_____	Sunday	_____		
Thursday	_____				

Total Hours Worked Each Day for Week of: / / 10 **Round to nearest half hour**

Monday	_____	Friday	_____	Week's Total	_____
Tuesday	_____	Saturday	_____		
Wednesday	_____	Sunday	_____		
Thursday	_____				

**Total for
Both Weeks**

STUDENT SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

Student Employment Fax: **303-988-6191** To Confirm Time Sheet Was Received Call: 303-914-6258