



Internship Monthly Notes and Time Sheet

This sheet tracks your internship hours for the semester. The site supervisor will need to sign off each week verifying completion of the listed hours. The signed Time Sheet must be submitted **every month** to the Experiential Learning Coordinator. *Due date is the last day of the month.*

Name _____

Internship Site _____

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

Week of: / /

Week of: / /

Week of: / /

Week of: / /

Student Signature

Internship Site Supervisor's Signature

Total Hours Worked Each Day for Week of: / /

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Week's Total _____

Total Hours Worked Each Day for Week of: / /

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Week's Total _____

Total Hours Worked Each Day for Week of: / /

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Week's Total _____

Total Hours Worked Each Day for Week of: / /

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Week's Total _____

TOTAL HOURS FOR THE MONTH: _____