



Internship Time Log

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 Log must be submitted **every month** to the Internship Coordinator. ***Due date is the last day of the month.***

Student's Name (Last, First)

Internship Site

Supervisor's Name

Supervisor's Phone Number

Semester: _____ Start Date: _____

	Date	Hours Completed	Supervisor's Signature
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Total			