

WCPSS School to Career Internship Program INTERNSHIP TIMESHEET

Students are required to track their internship hours by date/time. A copy of the completed time sheet must be turned in to the Internship Coordinator at the end of the internship. Make copies of this form as necessary. Please have the Internship Supervisor sign it upon completion of the internship to verify the total hours worked.

Date	Arrival Time	Departure Time	Total Hours	Date	Arrival Time	Departure Time	Total Hours
TOTAL HOURS:				TOTAL HOURS:			

Internship Supervisor Signature _____ Date _____

Student Internship Signature _____ Date _____