

**Computer Systems Department – Internship Program
Time Sheet**

Intern _____
Agency Site _____
Supervisor _____

---- Indicate hours worked each day ----

<u>WEEK ENDING</u>	<u>WEEK NO.</u>	<u>SUN.</u>	<u>MON.</u>	<u>TUES.</u>	<u>WED.</u>	<u>THURS.</u>	<u>FRI.</u>	<u>SAT.</u>	<u>TOTAL</u>	<u>INTERN INITIALS*</u>	<u>SUPERVISOR INITIALS*</u>	<u>EXTRA HOURS Date & Time</u>
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
	13											
	14											
	15											

*Instructions: Timesheet to be posted at agency work site and copies are to be forwarded to the faculty advisor at the end of each month.
Students should keep their own copy. A final time sheet should be submitted at the end of the term.*

* To be initialed on a weekly basis