

Internship Time Sheet

The Internship and Career Center
University of California
One Shields Avenue
Davis, CA 95616

(530) 752-2855 FAX (530) 752-0411

Name _____

ID# _____

Internship Organization _____

	Weekly Date	Hours Worked	Signature
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____
(6)	_____	_____	_____
(7)	_____	_____	_____
(8)	_____	_____	_____
(9)	_____	_____	_____
(10)	_____	_____	_____
(11)	_____	_____	_____

Interns are expected to work a total of 10 weeks for a minimum of 4 hours per week. Interns may work more than the minimum hours per their arrangement with the internship sponsor.

Weekly Date should reflect the last day of the week you are on site.

Hours Worked is your total hours for that week.

Signature is that of your supervisor approving your total hours worked for the week.