

**Academic Internship Program**

**Time Sheet**



*Please track your internship hours here throughout the entire semester. Once your internship has been completed, please have your Site Supervisor sign off on your total hours, and submit your completed time sheet through your Final Internship Evaluation, which will be emailed to you. It may also be scanned and emailed to the Career Connections Center at* *CServices@clarku.edu**.*

*Note - summer session: Please use only as many rows as needed in the table below.*

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **WEEK** | **SUN** | **MON** | **TUE** | **WED** | **THURS** | **FRI** | **SAT** | **TOTAL** (/ |
|  |  |  |  |  |  |  |  | week) |
|  |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |
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| **2** |  |  |  |  |  |  |  |  |
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| **3** |  |  |  |  |  |  |  |  |
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| **4** |  |  |  |  |  |  |  |  |
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| **5** |  |  |  |  |  |  |  |  |
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| **6** |  |  |  |  |  |  |  |  |
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| **7** |  |  |  |  |  |  |  |  |
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| **8** |  |  |  |  |  |  |  |  |
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| **9** |  |  |  |  |  |  |  |  |
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| **10** |  |  |  |  |  |  |  |  |
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| **11** |  |  |  |  |  |  |  |  |
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| **12** |  |  |  |  |  |  |  |  |
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| **13** |  |  |  |  |  |  |  |  |
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| **14** |  |  |  |  |  |  |  |  |
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**Total Number of Hours:** \_\_\_\_\_\_\_\_\_\_\_\_

**Site Supervisor Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

Questions? For further assistance, please contact the Career Connections Center at CServices@clarku.edu.

Updated 07-2020