

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 AIP@clarku.edu.

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

Student Name: _____

Internship Site: _____

Student Email: _____

WEEK	SUN	MON	TUE	WED	THURS	FRI	SAT	TOTAL (/ week)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Total Number of Hours: _____

Site Supervisor Name (Printed): _____

Site Supervisor's Signature: _____ Date: _____

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