

Career Exploration Internship Program



TIME SHEET

DIRECTIONS:

Please complete a time sheet for *each week* of the internship. At the end of each week, the mentor must sign the time sheet. Submit *signed* time sheet to CEIP Coordinator by the following Monday morning.

INTERN NAME: _____ **WEEK OF:** _____

Days/Dates Worked <i>*Fill in <u>dates</u> worked below*</i>		Start Time	End Time	Total <u>Daily</u> Hours Round to nearest 15 minutes e.g. 2 hours 15 minutes = 2:15	If <u>absent</u> from internship, please write reason below. e.g. sick, field trip, half day
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTAL HOURS WORKED =					

(Student Signature)

(Date)

(Mentor Signature)

(Date)