

# Internship Time Sheet – Rutgers Writing Program

You must keep track of your hours on a monthly basis using this time sheet form. At the end of each month, have your supervisor sign the sheet. Sheets should be turned in to the Internship Director at midterm and again at the end of the semester. Failure to turn in completed time sheets may delay credit for the Internship.

Intern's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Start Date of Work Period: \_\_\_\_\_

End Date of Work Period: \_\_\_\_\_

	Mon	Tues	Wed	Thurs	Fri	Other	Total
Date	/	/	/	/	/	/	
From							Week 1:
To							
Total							
Date	/	/	/	/	/	/	
From							Week 2:
To							
Total							
Date	/	/	/	/	/	/	
From							Week 3:
To							
Total							
Date	/	/	/	/	/	/	
From							Week 4:
To							
Total							
					Monthly Total:		

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_