

CTE Internship Record of Hours Worked

Please Print:

Student Name Student ID

Department Work Phone

DAY	DATE	START TIME	FINISH TIME	TOTAL HOURS
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				
TOTAL HOURS WORKED →				

6 min. = .1 12 min. = .2 15 min. = .25 18 min. = .3 24 min. = .4 30 min. = .5
 36 min. = .6 42 min. = .7 45 min. = .75 48 min. = .8 54 min. = .9 60 min. = 1.0

I certify that the hours reported above are complete and correct.

SUPERVISOR SIGNATURE Date INTERN SIGNATURE Date

This timesheet is the official audit record for the student's grade at the school. No grade can be given if this timesheet record is not completed and on file in the school audit file.

- Original records must be submitted to the Internship Teacher/Coordinator on the next school day following completion of the workweek.
- A copy of this record must be submitted to the Office of Career & Technical Education, Attn: Jim Johnson at ESF.
- Student must retain a copy of this record for their internship notebook.