



INTERNSHIP/FIELD EXPERIENCE TIMECARD

After completing the internship/field experience, return this form to internship/field experience course instructor

Student Internship/Field Experience and Timecard:

- ☐ Each intern is required to document the internship/field experience hours they worked.
- ☐ Both the student and the site supervisor must sign the Timecard Form.
- ☐ The student must return the signed Timecard Form to the course instructor at the end of the semester.

Student Name: _____ Site Supervisor: _____

DATE	INTERNSHIP TIMECARD OF HOURS WORKED							
Week of:	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	TOTAL
TOTAL								

Required Signatures:

If the timecard is accurate, please sign below:

Print Name of Site Supervisor

Signature of Site Supervisor

Date

Print Name of Student

Signature of Student

Date