Monroe College

The Office of Career Advancement

Internship Timesheet

Semester: _____ **Course#/Section:**_____

Student's Name and ID#: _____

Week Start Date: _____ **Week End Date:** _____

Report/ Week Number: _____

	TIME WORKED/LUNCH/ BREAKS	HOURS
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Total Hours From Last Week: _____

Total Hours Through This Week: _____

Supervisor's Signature: _____

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1. Each day you work document the time you started and ended.
2. Enter the total hours for that day.
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5. Total hours worked thus far this semester. This is total hours worked this semester.
6. Have your supervisor sign the sheet.
7. Scan the sheet.
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