**WCPSS School to Career Internship Program**

**INTERNSHIP TIMESHEET**

Students are required to track their internship hours by date/time. A copy of the completed time sheet must be turned in to the Internship Coordinator at the end of the internship. Make copies of this form as necessary. Please have the Internship Supervisor sign it upon completion of the internship to verify the total hours worked.

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| Date | Arrival Time | Departure Time | Total Hours | Date | Arrival Time | Departure Time | Total Hours |
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| TOTAL HOURS: | |  | | TOTAL HOURS: | |  | |

Internship Supervisor Signature Date

Student Internship Signature Date