

Computer Systems Department – Internship Program
Weekly Time Sheet
Journal

Intern _____

RAM ID _____

Agency Site _____

Supervisor _____

----Indicate hours worked each day ----

WEEK ENDING	WEEK NO.	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	TOTAL	INTERN INITIALS	SUPERVISOR INITIALS	EXTRA HOURS Date & Time
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
	11											
	12											
	13											
	14											
	15											

*Instructions: Timesheet to be posted at agency work site and copies are to be forwarded to the faculty advisor at the end of each month.
 Students should keep their own copy. A final time sheet should be submitted at the end of the term.*

**To be initialed on a weekly basis*

Journal about this week's work (Identify week)