

WEEKLY TIME SHEET AND WORK RECORD FOR INTERNSHIP/CO-OP/OJT

Name: _____

S #: S _____

- Internship

Program: _____

Employer _____

- OJT

Type of Work Performed

Date	Year	IN	OUT	IN	OUT	IN	OUT	Total for day	
	Saturday								
	Sunday								
	Monday								
	Tuesday								
	Wednesday								1 st Week
	Thursday								Total
	Friday								
	Saturday								
	Sunday								
	Monday								
	Tuesday								
	Wednesday								2 nd Week
	Thursday								Total
	Friday								

Total Hours _____

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____