

BUS399: Internship in Business Student Internship Timesheets

Internships timesheets must be submitted to Ms. Erica Kalinowski **WEEKLY** by e-mail (as a Word attachment) by fax, or through the mail. Remember that completed timesheets ARE a part of your final grade! **Please make sure to provide detailed information regarding your activities/duties during each day, as well as any problems that you encountered.**

Student Name:		
Supervisor's Name:		
Name of Organization:		
Week of _____ to _____		
Day and Date (month and day)	Hours each day	List Activities/Duties Performed and Problems Encountered
Monday,		
Tuesday,		
Wednesday,		
Thursday,		
Friday,		
Saturday,		
Sunday,		
Total Hours for week		