

COLLEGIATE SCHOOL OF MEDICINE AND BIOSCIENCE INTERNSHIP PROGRAM TIMESHEET

Student Name: _____

Internship Site: _____

Supervisor: _____

Comments:

Note all absences or changes in normal hours. Include reason: illness, internship cancellation, snow days, spring break, etc.

Date	Day of the Week	Time In	Time Out	Total Time	Supervisor Signature
		TOTAL # HOURS ON SHEET:			

Due dates for time sheets, daily notes, and reflection journals: January 13, January 27, February 10, February 24, March 10, March 31, April 14, and April 28

Important notes:

- Time sheets should be signed by a supervisor **daily**, not at the end of the week or biweekly.
- Each time sheet must include an entry and/or comment for every Tuesday and Thursday of that internship period. If a Tuesday or Thursday is not included, students will lose points. In addition, they may need to resubmit in order for the hours to count toward the 90-hour minimum.
- Points will be deducted and resubmission may be necessary if the form is not self-consistent, e.g. total time does not match time in and out on a given day.
- **If you are absent on a due date, turn in your timesheet through Microsoft Teams by 3:00 on the due date. Then, turn in the hard copy the day you return to the school building. If you do not follow both of these steps, you will only be eligible for late credit.**